

# ADAPTIVE REUSE PLAN

Lyon Mountain Correctional Facility  
Village of Lyon Mountain, County of Clinton

and

Minimum Security Compound at  
Butler Correctional Facility  
Towns of Butler and Wolcott, County of Wayne

July 30, 2010

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## FOREWORD

Due to the unique circumstances created by a recent change in the law, specifically Correction Law Section 79-b, this Adaptive Reuse Plan is being jointly submitted by the Commissioner of the Department of Correctional Services (DOCS), and the Commissioner of the Department of Economic Development (DED). This change, which took effect on June 22, 2010, transferred the existing responsibility from the DOCS Commissioner to the DED Commissioner for the preparation of the Adaptive Reuse Plan, which must be issued no later than six months prior to the closure of a correctional facility and must address the specific issues set forth in this statute.

The statutory framework for the closure of correctional facilities, however, is embodied in both Correction Law Sections 79-a and 79-b, and these two statutes, which together delineate a twelve-month process, must be read in tandem. Section 79-a lays the groundwork for the initial steps that must be taken when the closure of a correctional facility is contemplated, including the formal announcements that start the running of the twelve-month clock.

On January 19, 2010, the DOCS Commissioner issued the requisite notices under Section 79-a for the contemplated closures of the Ogdensburg, Moriah, and Lyon Mountain Correctional Facilities, and the minimum security compound at Butler Correctional Facility, with the latter two facilities slated to close by January 31, 2011. Ultimately, in mid-June, as a result of budget negotiations between the Legislature and the Executive, it was determined that only the Butler minimum security compound and Lyon Mountain Correctional Facility would close, while Ogdensburg and Moriah Correctional Facilities would remain open. Hence, the Public Protection Budget for Fiscal Year 2010-11 relies on savings from the scheduled closings of the Butler minimum security compound and Lyon Mountain Correctional Facility by January 31, 2011. Since it was not finally known until mid-June which facilities would actually close, work on the Adaptive Reuse Plan for these facilities was delayed.

Furthermore, the Adaptive Reuse Plan must be submitted according to the original timetable in order to meet the January 31, 2011 closing date. The law was changed on June 22, 2010, mere weeks before the July 31, 2010 deadline for the Adaptive Reuse Plan. To transfer the sole responsibility for the preparation of the report to the DED Commissioner mid-stream would be impractical.

Moreover, this plan is viewed as the starting point and not the final analysis for possible future uses for the premises once they are completely vacated. The exploration of possible alternate uses is a dynamic, fluid and ongoing process that will continue in the months ahead as the State moves forward with its commitment to minimize the impact upon an affected community of the closure of a correctional facility.

## **PURPOSE OF THE REPORT**

Consistent with the authority provided by Correction Law Sections 79-a and 79-b, DOCS announced on January 19, 2010 that Lyon Mountain Correctional Facility and the minimum security compound at the Butler Correctional Facility would be closed on January 31, 2011. The New York State Public Protection Budget, which was signed into Law on June 22, 2010 (Chapters 50 and 56 of the Laws of 2010), contains certain assumptions regarding the cost savings associated with these closures.

Over the next few months, DOCS' priority will be to commence the process of relocating inmates, reassigning staff and decommissioning these facilities. The closure process will be coordinated with the Department of Civil Service and the Governor's Office of Employee Relations in order to minimize to the greatest extent practicable the impact upon the state work force. Both DOCS and DED will continue the process of working with appropriate state and local agencies to determine if another government agency could utilize all or part of these properties.

This Report is compiled in accordance with the requirements set forth in Section 79-b of the Correction Law and provides information regarding the actions taken to date, as well as the details of closure-related activities to be undertaken in the coming months.

## STATUTORY REQUIREMENTS

Correction Law Sections 79-a and 79-b govern the formal steps that must be taken prior to closing a prison facility. On January 19, 2010, when DOCS commenced the current prison closures, which are the subject of this report, the statute required DOCS to perform the following two steps:

1. Notice as provided in 79-a(3):

“provide notice by certified mail to (i) all local governments of any political subdivision in which the correctional facility is located, (ii) all employee labor organizations operating within, or representing employees of, the correctional facility, and (iii) managerial and confidential employees employed within the correctional facility at least twelve months prior to any such closure.”

2. An adaptive reuse plan as provided in 79-b:

“Not later than six months prior to the effective date of closure of a correctional facility, the commissioner shall, in consultation with the commissioners of economic development, civil service and the division of criminal justice services and the director of the governor’s office of employee relations, provide a report for an adaptive reuse plan for any facility slated for closure which will evaluate the community impact of the proposed closure including but not limited to the following factors: the potential to utilize the property for another state government purpose, including for a new purpose as part of the state criminal justice system; potential for the sale or transfer of the property to a local government or other governmental entity; potential for the sale of the property to a private entity for development into a business, residential or other purpose; community input for local development; and the condition of the facility and the investments required to keep the structure in good repair, or make it viable for reuse.”

On June 22, 2010, the above-cited provision of law was amended by Chapter 56 of the Laws of 2010. The changes took effect immediately.

“Not later than six months prior to the effective date of closure of a correctional facility, the commissioner of economic development shall, in consultation with the commissioner, the commissioners of [~~economic development~~], civil service, general service and the division of criminal justice services [~~and~~], the director of the governor’s office of employee relations, officials of all local governments of any political subdivision in which the correctional facility is located and any other appropriate state agencies or authorities, provide a report for an adaptive reuse plan for any facility slated for closure which will evaluate the community impact of the proposed closure including but not limited to the following factors: the

potential to utilize the property for another state government purpose, including for a new purpose as part of the state criminal justice system; potential for the sale or transfer of the property to a local government or other governmental entity; potential for the sale of the property to a private entity for development into a business, residential or other purpose; community input for local development; and the condition of the facility and the investments required to keep the structure in good repair, or make it viable for reuse.”

## **DOCS RATIONALE FOR CLOSURE**

DOCS' decision to close the minimum security compound at the Butler Correctional Facility and Lyon Mountain Correctional Facility was done primarily in response to a 16 percent decrease in New York State's overall inmate population during the prior decade and a more than 50 percent decline in the population of minimum security inmates. These specific closures were also deemed appropriate given the serious fiscal constraints placed upon the State. The State's Public Protection Budget for Fiscal Year 2010/11, which was signed into law on June 22, 2010, includes certain budget savings specifically tied to the closure of these two facilities.

New York's inmate population decline has resulted from a significant overall drop in crime, as well as many recent legislative changes that allow non-violent offenders either to be diverted from prison or to earn early release through good behavior and program participation. DOCS examined offender population trends and projections, which indicate a continued decline in the State inmate population.

The minimum security compound at Butler Correctional Facility has few inmates in relation to its capacity and is no longer needed. The minimum security compound at Butler is similar to the annexes that DOCS closed last year. Like an annex, the minimum compound is physically attached to a fully functioning facility and will be maintained in a ready-state for the foreseeable future and can easily be repopulated should the need ever arise.

Due to the decrease in the offender population, DOCS began a series of consolidations at select facilities to reduce overall costs and maximize efficiencies. While initially the minimum compound at Butler had 288 beds set as its capacity, that figure was reduced to 192 beds, leaving it with an inmate population of only 96 that required staff supervision. Likewise, while the original capacity at Lyon Mountain was 161, consolidation brought the inmate population figure down to only 112.

Because of the prior consolidations, followed by voluntary transfers by staff, both facilities experienced a reduction of both offenders and staff. While their original combined capacity was 402 offenders, by July 14, 2010, there were only 64 offenders in Butler and only 77 offenders in Lyon Mountain. At the same time, voluntary transfers have reduced the total number of staff at each facility from an original number of 173 to 157 by January 19, 2010 and to 149 on July 14, 2010.

Lastly, in the past three years, DOCS has had to comply with significant new legislative and court mandates requiring much more extensive services for sex offenders and inmates with mental illness. As a result, DOCS moved to hire hundreds of new employees, significantly renovate prison space and build new, specialized facilities. This was done to comply with the Sex Offender Management and Treatment Act of 2007, which vastly expanded required treatment programs for sex offenders, and the 2007 court-approved Private Settlement Agreement with Disability Advocates Inc. and Special Housing Unit (SHU) Exclusion law of 2008, both of which require significantly

enhanced treatment and alternative housing for hundreds of inmates with mental illness. Lyon Mountain and the minimum security compound at Butler are not equipped to provide those costly, new and enhanced services. Because of the nature of both facilities, their physical environment and location, establishing such specialized services was economically and operationally not feasible.

Though both facilities always operated effectively, it was evident that the services they provided and the staff assigned to each site could more cost effectively be absorbed into other facilities.

## **IMPACT ON AFFECTED EMPLOYEES**

On January 19, 2010, DOCS announced that the closure of the Lyon Mountain Correctional Facility and the minimum security compound at Butler Correctional Facility would take place as of January 31, 2011. As of January 19, 2010, there were 93 permanent staff assigned to the Lyon Mountain Correctional Facility, of which 64 were security staff and 29 civilian staff; and 64 permanent staff assigned to the Butler minimum security compound, of which 58 were security staff and 6 were civilian staff.

On June 9, 2010, DOCS' Director of Human Resources sent an individual letter to each of the 157 staff impacted by the closure of the two facilities, which provided detailed information on the reduction-in-force process. Annexed as Exhibit A is a redacted copy of one of the 157 letters sent. In an effort to provide DOCS employees with as much information as possible, the correspondence also included two booklets entitled "Information for State Employees Affected by Layoff" and "Employee Guide for Agency Reduction Transfer List," which is published by the New York State Department of Civil Service (Civil Service). DOCS will continue to coordinate the facility closure with Civil Service and the Governor's Office of Employee Relations (GOER). Annexed as Exhibit B, is a summary of DOCS contacts with both Civil Service and GOER.

The letter sent by the Director of Human Resources defined a "Location Preference Sheet" and how it would be utilized in the Reduction-In-Force process. The "Location Preference Sheet" is a listing of each correctional facility and central office. This was provided as a sample to explain the process. Future correspondence will request that staff affected by the closure rank each location, in preference order, with number 1 being most desirable and number 69 as least desirable, where the employee would accept horizontal reassignment.

The correspondence acknowledged that the ranking of acceptable locations is a personal decision only the employee can make based on their individual situation. DOCS strongly recommended that the employees rank as many locations as possible as this would provide the greatest opportunity for continued employment. If an employee ranked only a limited number of locations as acceptable and there were no opportunities at those locations, it would result in a loss of employment, even if there were fillable vacancies at other locations.

Between June 22, 2010, and June 29, 2010, DOCS' Director of Human Resources held employee informational meetings at Lyon Mountain Correctional Facility and Butler minimum security compound to further explain the Reduction-In-Force process, with great emphasis on the future submission of the employees' "Location Preference Sheet" and the possible negative ramifications of limiting where an employee would be willing to accept continued employment.

As the facility closure date nears, DOCS will work to place the affected employees into fillable vacancies at nearby correctional facilities in accordance with the negotiated bi-lateral reassignment policies that are currently in place for each bargaining unit.

Additionally, in order to offer staff as many opportunities as possible to remain employed by the State, in October 2010, the Department anticipates opening the Agency Reduction Transfer List (ARTL) process to affected staff. New York State Civil Service Law, Section 78, established a transfer list program to offer state employees who might be affected by abolitions of positions (also commonly referred to as reductions in force or layoffs) the opportunity to transfer to other state agencies before layoff. This program is commonly known as the ARTL program. This program allows eligible employees to have their names certified to fill vacant positions in their current titles or in lower-level direct-line titles, or to positions in titles declared comparable by the Department of Civil Service. These comparability decisions are generally based on titles' similarities in duties, minimum requirements, salary grades and examination plans.

The "Location Preference Sheets," as previously described, will be utilized to place any employee who had not been placed into a fillable vacancy at a nearby facility or employed via the ARTL process will be afforded their rights under the Reduction-In-Force process. This process is in accordance with Civil Service Law Sections 78, 80 and 80a.

## ECONOMIC IMPACT

The closing of the Lyon Mountain Correctional Facility in January 2011 would result in the elimination of 94 funded positions assigned to the Lyon Mountain Correctional Facility and 66 funded positions assigned to the Butler minimum security compound. DOCS will work to place affected employees into fillable vacancies at nearby correctional facilities in accordance with existing contract provisions and laws. In the event DOCS is unable to re-locate staff within the region, they can be transferred outside of the region.

### Economic Impact of Correctional Facility Closings: Butler CF and Lyon Mountain CF

	Butler (Minimum Security portion)	Lyon Mountain
Change in Direct Employment	-66	-94
Average Annual Employment (direct and multiplier jobs)	-120	-147
Gross Regional Product (millions of 2010 dollars)	-\$9.0	-\$11.0
Real Disposable Income (millions of 2010 dollars)	-\$7.0	-\$8.0

*Notes: The data are 10-year averages over the period 2011-2020. The analysis uses the REMI forecasting model to estimate regional impacts for the Finger Lakes region and the North Country separately.*

- As a result of the closing of the Butler facility's minimum security portion, the region would see an estimated average annual loss of 120 jobs (direct and multiplier jobs). This would reduce gross regional product by an estimated annual average of \$9 million and real disposable income by \$7 million over the 10-year period.
- The closing of Lyon Mountain would result in an estimated average annual loss of 147 jobs (direct and multiplier jobs). Gross regional product is expected to decline by about \$11 million and real disposable income by an estimated \$8 million.
- The analysis does not consider the impacts of future alternative uses for the facilities.

## DECOMMISSIONING PHYSICAL PLANT OF LYON MOUNTAIN CORRECTIONAL FACILITY



Lyon Mountain CF is a minimum-security facility with a capacity for 161 inmates. The facility is comprised of approximately 27 acres of land on both sides of NY Route 374. There is a single row of chain link fence around some parts of the facility. There are 20 buildings on the property.

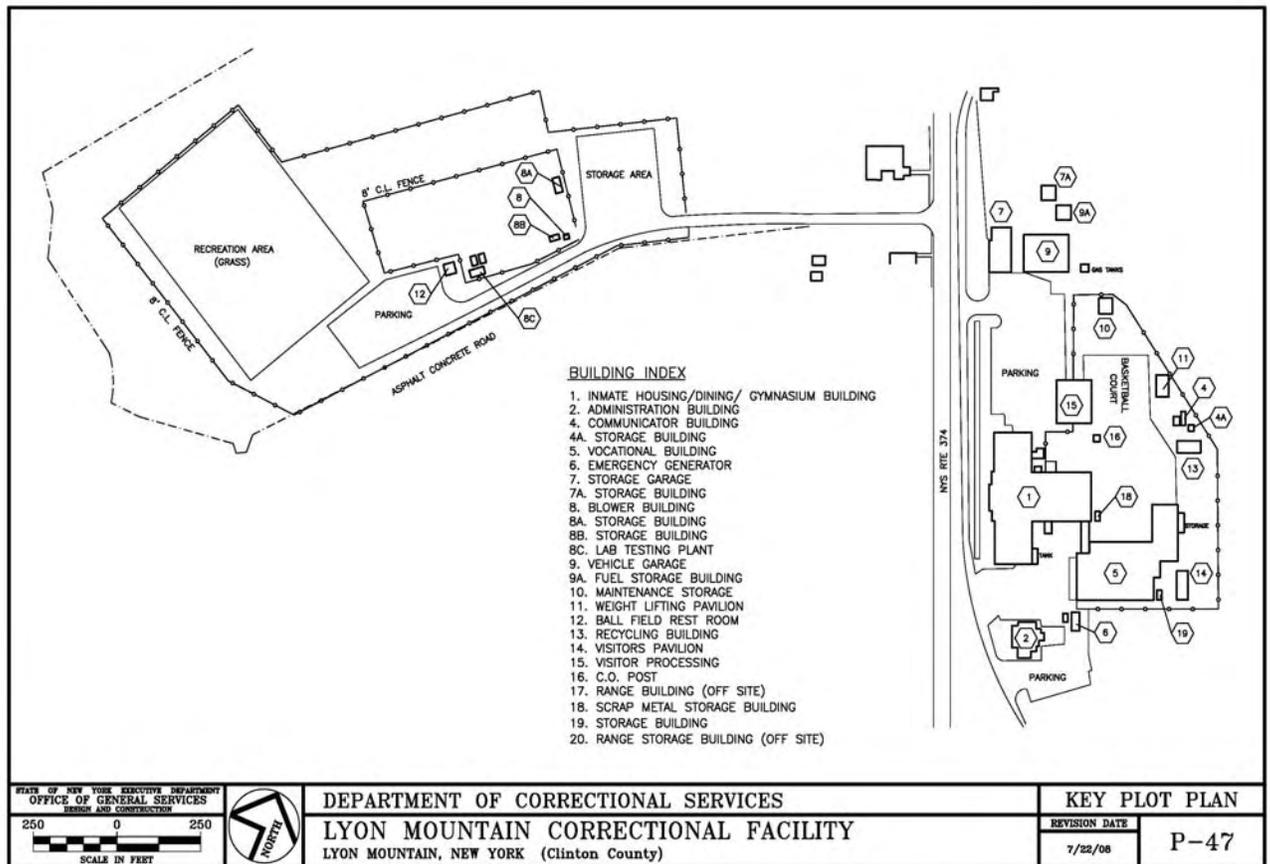
The original buildings are the former Lyon Mountain public school buildings that were closed after the school merged with other schools to form the Northern Adirondack Central School District.

As part of Commissioner Fischer's overall plans for the Department of Correctional Services, the Lyon Mountain Correctional Facility is being closed to reduce costs and consolidate prison inmates at other correctional facilities around the State.

The following outline provides guidance for the decommissioning of utility services and building systems for the structures comprising the Facility. The outline also provides direction for ongoing maintenance activities required to keep the capital assets in good condition and protect the structures, building systems and utility distribution systems for reuse at a future date.

It is the premise of this closure plan to mothball the buildings in an unheated state. The plan will address shutting down systems in such a way that degradation due to inactivity and exposure to cold conditions would be held to a minimum. In most instances this would focus on sealing the building's envelope, draining heating and water systems and eliminating possible "environmental issues".

## I. EXISTING BUILDINGS



### Buildings Scheduled to Close

*Building # 1: Housing/Dining/Gym*  
*Building #2: Administration*  
*Building # 4: Commutator Bldg*  
*Building #4A: Storage Bldg:*  
*Building # 5: Vocational*  
*Building # 6: Generator*  
*Building # 7: Storage Garage*  
*Building #7A: Storage Bldg*  
*Building # 8: Storage Bldg*  
*Building #8A: Storage Bldg*  
*Building #8B: Blower Bldg.*  
*Building #8C: Lab Testing Bldg.*  
*Building # 9: Vehicle Garage*

*Building #9A: Fuel Storage Bldg*  
*Building #10: Maintenance Storage Bldg*  
*Building #11: Weight Lift Pavilion*  
*Building #12: Ball Field Restroom*  
*Building #13: Recycling Bldg*  
*Building #14: Visitor Pavilion*  
*Building #15: Visitor Hospitality Center*  
*Building #16: C.O. Post*  
*Building #17: Range Building*  
*Building #18: Scrap Metal Storage*  
*Building #19: Storage*  
*Building #20: Storage*

## II. SITE UTILITY SERVICES AND SYSTEMS

Site utility services and systems include all electrical, mechanical and infrastructure systems located outside of the buildings which are the subject of the closure plan. These include water distribution piping, sanitary sewer collection system, sanitary treatment, storm water collection system, exterior building and street lighting, and general lawns and grounds.

### Water Distribution System

The Lyon Mountain Correctional Facility Annex is served by a 6" buried cast iron water main that enters Building 1 and is distributed to the other buildings in the main compound. The buildings on the west side of Route 374 primarily the buildings associated with the Wastewater Treatment Plant are served by an individual 1-1/2" water service. The system includes one fire hydrant at the compound which provides fire protection to all buildings. Water is provided from the Town of Dannemora, Lyon Mountain Water District #1 water treatment system.

- **Decommissioning Goal**  
Isolate the facility water distribution system from the municipal's water system and prepare for long term non-use.
  
- **Decommissioning Actions**  
The water mains on the site will become inactive. The water service to each building should be isolated from the site piping by disconnecting the water pipe as it enters each building just past the first valve connection. This will allow the draining of the system to prevent freezing. Draining should be accomplished by opening all fixtures and utilizing compressed air to aid in water removal if necessary. The water main at Building 1 should be valved off and disconnected from the municipals' piping. The water main serving the Wastewater treatment buildings may also serve the community ball field and investigation has to be conducted as to where the actual shut off can be accomplished. Based on the investigation, it may be necessary to negotiate with the Town on this in order to protect the facility's physical assets and maintain service to the Town.
  
- **Maintenance**  
It will be necessary to periodically check the main water line at Building 1 and at the determined location on the west side of Route 374 to ascertain the valves are properly holding. No further maintenance is necessary until the system is put back into use at which time flushing would have to be conducted.

## **Sanitary Sewer System**

The Lyon Mountain Correctional Facility is served by underground sanitary sewer piping and manholes located throughout the compound. Also included are several grease traps. Sewage is collected in an equalization tank located on facility grounds and is pumped to a NYSDEC permitted wastewater treatment facility via a 2-1/2" forced main. After adequate treatment, the effluent from the wastewater treatment plant is discharged to drying/filter beds.

- **Decommissioning Goal**

The site sanitary sewer system will become inactive. Decommissioning will clean all of the collection system, and provide long term storage of mechanical equipment. Elimination of all flow through the system will be established. Eliminate potential health hazards associated with the system and elimination of NYSDEC wastewater discharge permit.

- **Decommissioning Actions**

All of the sanitary collection system needs to be cleaned. Manholes will be cleaned and all manhole covers secured. Grease will be removed from all grease traps and disposed of in accordance with appropriate regulatory regulations. Equalization tanks will be cleaned and pumped out. Pumping systems and aeration system will be readied for long term inactivity per manufacturer's guidelines. All access into tanks will be secured. An engineered closure plan will be provided for the closure of the wastewater treatment plant and once approved by the Department of Environmental Conservation; requirements as outlined in the closure plan will be initiated. Department of Environmental Conservation will be petitioned to eliminate the facility's discharge permit (SPDES) at that time.

- **Maintenance**

The underground sanitary sewer system must be inspected and maintained in order to prevent early deterioration of the asset as well as possible environmental concerns. The system should be inspected semi-annually for infiltration or inflow from extraneous flows. Manhole covers should be removed at key locations on the main sanitary lines running through the facility at major junction points of the sewer lines. Any observed flows of water in the system should be identified and the source located and eliminated. The inflows and outflows from the wastewater treatment plant must be inspected as well to assure the line blocks are still in place and no flow is observed.

## **Storm Water System**

The Lyon Mountain Correctional Facility is served by underground storm sewer piping, manholes and area drainage catch basins located throughout the compound.

- **Decommissioning Goal**  
The site storm sewer system will remain active in order to provide drainage of the site and roadways due to rain and snow.
- **Decommissioning Actions**  
The underground storm sewer system will remain active. All catch basins and manholes will be secured.
- **Maintenance**  
The Lyon Mountain Correctional Facility does not fall under the regulatory requirements of the DEC Municipal Separate Storm Sewer System (MS4) for storm water management. However, storm water manholes and catch basins should be visually inspected semiannually to ensure that they are not clogged or otherwise in disrepair. If these structures are filled with sediment, debris, or have any structural defect affecting their function, they should be cleaned/repaired as necessary.

## **Exterior Building, Street and Walkway Lighting**

The exterior building, street, and walkway lighting will be deactivated as once electric power is shut down at buildings, there will be no power to the lights.

- **Decommissioning Goal**  
The exterior building, street, and walkway lighting will be deactivated.
- **Decommissioning Actions**  
The exterior building, street, and walkway lighting systems will be disabled. Exterior building lighting will be disabled as individual buildings are decommissioned. Most street/walkway lighting is powered through Building 1 and Building 5 and these buildings will remain powered until all work is complete. High pressure sodium, mercury vapor, and any external metal halide bulbs will be removed and disposed of as universal waste.
- **Maintenance**  
Lighting fixtures should be inspected semi-annually and lenses and fixtures be repaired as needed to maintain the weatherproof integrity of the fixture.

## Lawns and Grounds

The facility grounds should be maintained in a reasonable condition.

- **Decommissioning Goal**  
The facility grounds should be maintained in a reasonable condition.
- **Decommissioning Actions**  
All power equipment, gasoline and oil should be removed to designated caretaking facility. Necessary hand equipment needed for future maintenance may be stored in secured storage building.
- **Maintenance**  
Grass must be maintained at least to a level where it does not seed and can be restored to the condition it was preceding the closure. Ornamental plants can be removed to ease grounds keeping. Annual bush trimming and clipping should occur as necessary to keep the trees and bushes from over growing their root system. Roadways must be maintained during the winter months to allow emergency vehicles access to buildings at all times.

### III. GENERALIZED BUILDING CLOSURE ACTIONS

Individual building decommissioning plans are presented in Section 5.0. In most cases, a generalized approach can be taken due to the commonality of systems serving each building. These generalized actions include:

#### Heating Systems

- **Decommissioning Goal**  
Maintain the buildings in good condition to allow for reuse and to maintain the asset in an acceptable state. Take appropriate action to protect heat systems in unheated conditions for future reuse.
- **Decommissioning Actions**  
Heating systems in all buildings are to be turned off. For buildings that utilize hot water systems, either stand alone or steam to hot water conversion, these systems should be drained or if not practical and non-toxic antifreeze additive added to protect the systems down to a minus 50 degree burst temperature. For buildings utilizing steam for heating, lines will be drained to the best possible means and traps and condensate receivers will be drained where possible. The steam side of exchangers should be drained. Compressed air should be utilized to remove the majority of the water. The boilers will be drained, cleaned and prepared for long term lay-up. Chemical feed systems will be inactivated and chemical disposed of in accordance with all environmental regulations.

- **Maintenance**  
The condition of the buildings and systems should be inspected on a semi-annual basis to assure buildings are weather tight and no visible damage to heat systems has occurred. Repairs to the building envelope should be completed as well as corrections of any situations that might result in heat system damage such as noted accumulations of water in piping and equipment.

## Potable Water Systems

- **Decommissioning Goal**  
The goal of decommissioning is to achieve protection of existing water piping and fixtures for future use and protect building envelope from water damage.
- **Decommissioning Actions**  
Water systems will be placed in an inactive state once all other utilities have been disconnected, combustible storage has been removed and fire protection is no longer necessary. The actions necessary to perform decommissioning of building water systems is presented in the individual building decommissioning plans section.
- **Maintenance**  
The system should be checked on a semi-annual basis by qualified maintenance personnel to assure goals of decommissioning are maintained. Water supplies to buildings should be checked to assure no flow from outside water system is occurring and no accumulation of water or damage to piping has occurred. If such conditions are found, evaluate and take action to eliminate any further damage.

## Sanitary Sewer Systems

- **Decommissioning Goal**  
The goal of the decommissioning process related to the building sanitary sewer systems is to ensure that the systems can be reused in the future.
- **Decommissioning Actions**  
Wastewater systems (including floor drains) must be free of water as all buildings will be unheated. Traps are to be removed and drained when ever possible. Fixtures with internal traps such as toilets and floor drains must have non toxic antifreeze added to prevent freezing and prevent the escape of gases into the building.
- **Maintenance**  
Review of the condition of the building sanitary sewer systems should be performed on a semi-annual basis by qualified maintenance personnel and any

repairs made as needed. Fixture traps are to be replenished with antifreeze as needed to maintain gas seals.

## **Emergency Life and Safety Systems**

- **Decommissioning Goal**  
Emergency Life and Safety Systems include standpipes, fire alarm, emergency lighting, exit lights, and kitchen hood system. These systems will remain active and functional in all buildings until all services to a building are turned off, the building has no occupancy, and no combustible storage is in the building.
- **Decommissioning Actions**  
Specific procedures for decommissioning are included in individual building closure plans. Once all life safety systems are decommissioned, the building must have signage indicating that “This Building’s utility service has been disconnected and Fire Prevention systems disabled.”
- **Maintenance**  
A periodic inspection to ensure nothing has changed, the signs are still in place, and that all systems are off.

## **Lighting**

- **Decommissioning Goal**  
Building lights are to be turned off. Batteries in any exit lighting and emergency lighting are to be removed to prevent possible damage to fixtures and eliminate potential environmental concerns.
- **Decommissioning Actions**  
Shut off lights.
- **Maintenance**  
No specific maintenance of the lighting system is necessary other than housekeeping activities in the case of broken bulbs noted during building inspections.

## **Refrigeration Systems**

- **Decommissioning Goal**  
To maintain equipment in the best possible condition and eliminate any potential environmental harm.

- **Decommissioning Action**  
Portable refrigeration units will be removed from the facility. AC systems, coolers and freezers will be serviced by qualified mechanic and Freon secured whether by removal or storage in receiver tank.
- **Maintenance**  
On an annual basis, equipment should be inspected for any signs of oil leaks and corrective action taken as needed.

#### IV. MISCELLANEOUS DECOMMISSIONING ACTIONS

- Daily fire and safety inspections are not necessary but weekly and monthly inspections should be conducted until buildings are fully decommissioned.
- Regulatory Environmental Requirements
- **Petroleum Bulk Storage**

The facility has ten petroleum bulk storage tanks that are registered with the Department of Environmental Conservation. Nine of these tanks are above ground tanks. The remaining tank is an underground 2,000 gallon tank that supplies fuel to the facility emergency generator. DOCS has two options that can be pursued. The tanks can be temporarily closed. This procedure has to be initiated within 30 days of discontinuation of use. If the tanks remain temporarily closed, the tanks remain subject to all DEC regulations. Monitoring of the tanks need to be continued with documented weekly and monthly visual inspections, required tightness testing needs to be conducted and inventory monitoring requirements remain in effect. If this is the method selected, all products still should be removed to reduce the possibility of a future spill.

The second option is to temporarily close the tanks and then proceed with permanent closing. This procedure results in a formal closure report submission to DEC and relinquishes the necessity of any further monitor at the site. This is the recommended course of action unless the Department dedicates staff to the monitoring of the site. The permanent closing of the tanks can be accomplished under the present OGS Petroleum Tank Contract that is in place.

- **Wastewater Treatment Plant**

The Department has a permitted wastewater treatment plant at Lyon Mountain Correctional Facility. The Wastewater Plant will need to be formally closed in order to eliminate the Discharge Permit and relieve the Department of operation of the plant by a licensed operator. Closure requirements for a wastewater treatment facility per Part 750-2.11 of the Environmental Conservation Law require notification of intent to formally discontinue the permit 60 days prior to the cessation of the operation. Plans need to be developed by a licensed engineer

for decommissioning including all conditions that could possibly pose a safety or health hazard to the public or environmental damage. The Office of General Services will be requested to perform this function.

Prior to a formal closure of the wastewater treatment plant, short term actions that need to be initiated are the removal of all sludge and liquids in the various treatment tanks. The tanks need to be at a minimum hosed down and cleaned to prevent odors from developing. As well, equipment needs to be isolated to prevent unauthorized operation and covers secured in place over tanks to prevent unauthorized or accidental entry.

- **Environmental Site Assessment**

A Phase One Environmental Site Assessment should be conducted at the facility in order to ascertain if there are any environmental conditions warrant further investigation. This assessment will review the history of the facility and perform an inspection of the property.

If the above assessment results in conditions that need further investigation, then a Phase 2 environmental site assessment will need to be conducted. Both of these assessments would be coordinated by the Office of General Services.

- **Air Permitting**

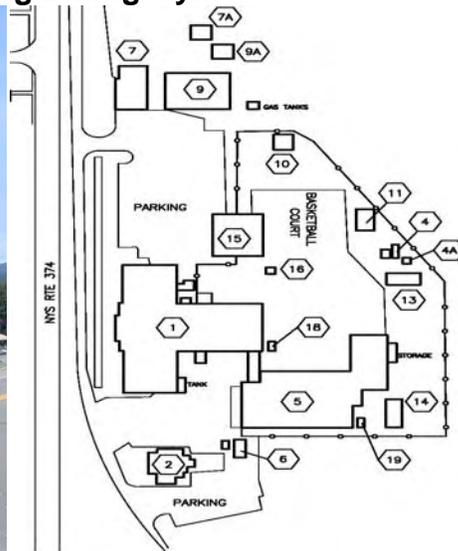
Lyon Mountain Correctional Facility operates a 350KW emergency generator. This emission source is registered with the DEC and certain regulatory requirements are mandated. Once the generator is disabled, the DEC will be petitioned to eliminate the registration and all requirements associated with such.

- **Furniture and Equipment**

All furniture and non-fixed equipment shall be removed from the buildings. This procedure will be accomplished by DOCS Support Operations. The decommissioning of phone and data systems will be coordinated by MIS.

## V. INDIVIDUAL BUILDING CLOSURE PLANS

### Lyon Mountain Building # 1 - Inmate Housing/Dining/Gym



**Size:** 49,201 gross square feet 2 floors with basement

**Uses:** Housing, Dining Area, Security Offices, Recreation

**Heating:** Low pressure steam heat fed from boiler room located in basement of building. Steam is distributed through building to unit heaters, make up air coil and radiation

**DHW:** Domestic hot water is produced in boiler room utilizing steam bundle in 1000 gallon holding tank

**Water:** Underground from municipal system

**Sanitary:** Facility site

**Electrical:** Fed from facility electrical system, with backup generation from facility main generator.

**Ventilation:** Natural through windows and chases. Wall mounted exhaust fans. Make up air unit for Gym

**Fire systems:** Centralized alarm system

**Refrigeration:** Package Split AC systems serving office, key room, phone room. Refrigerated cooler and freezer in kitchen

**Phone/Data:** Central phone room. Central supervisory fire system

### **Closure Actions;**

The building is to be closed in an unheated condition. The following specifics for building systems lay ups are provided.

**Heat:** The building is provided low pressure steam from boilers in the basement of the building. The boilers will be opened, cleaned both fire and water sides, and laid up in a dry condition. Ancillary equipment will be drained of all water. Oil supply lines will be disconnected at boilers and tanks and drained of all oil residual. All coils including make up air heat coil, DHW production coil, hot water converter for Building 5 and unit heaters throughout the building will be drained. Traps will be removed and drained and left disconnected but in place through the building. Radiation systems and piping will be drained and air pressure utilized to assure proper removal of water.

**Domestic Hot Water System:** Hot water is provided through use of low pressure steam coil utilizing steam from the heat system. Water is produced in a 1,000 gallon tank located in the boiler room. Steam is to be shut off to the coil in the mechanical space. The bundle will be opened, cleaned and traps disconnected for drainage of condensate. Cold water to the heater is to be turned off in the mechanical space. Hot water piping is to be drained back to the boiler room. The heater and hot water tank is to be opened, drained, and flushed. All bath fixtures will be disconnected at supplies and drained.

**Water:** Water is provided from the municipality. The main water line enters this building and is distributed through this building to all buildings on the east side of Route 374. It will be necessary to maintain water in this building until the last phase of the closure as water is necessary through out the facility for closure activities. Although the main has to remain active, individual feeds throughout the building can be disconnected and drained of all water. When phasing permits, the total building will need to be drained

**Sanitary:** The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled and drained. Drain any tank type toilets. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps. Grease traps associated with the cooking areas will be opened, pumped and cleaned.

**Electric:** Electric services are provided to this building through the facility's site wide distribution service. The electric will be disconnected at the facility's main transformer located near Building 6.

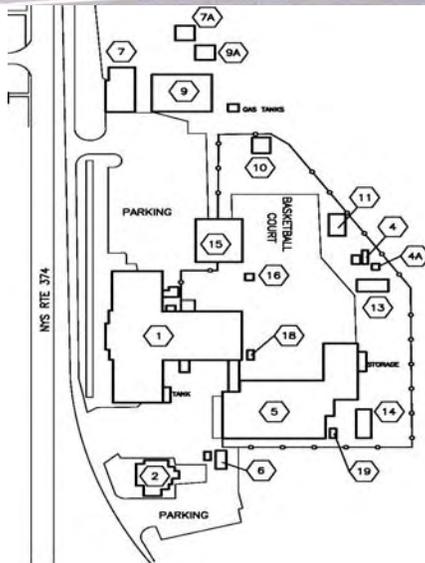
**Ventilation:** Ventilation exhaust and supply fan systems are to be shut down at the appropriate circuit breaker. Disconnect and close all dampers are to be checked to assure they are closed tightly. Assure bird screens are in place on all louvers.

**Emergency Systems:** All emergency systems must remain active until all other services to the building are disconnected and occupancy is eliminated as well as combustible storage. At that time the fire alarm system can be powered down and all batteries removed. Emergency lighting batteries can be removed. The fire stand pipe should be isolated from the water main and drained. Fire hoses will be removed and relocated to other DOCS facilities.

**Refrigeration:** Refrigeration systems should be readied for long term storage in accordance with specific manufacturer's recommendations. All refrigerant should be removed or pumped into the receiver to assure no leakage occurs. Cooler and freezers should be thoroughly cleaned and doors left open to provide air movement. Portable refrigeration equipment, ice makers, refrigerators will be removed.

**Miscellaneous:** Kitchen equipment will be drained and prepared for long term cold storage per manufacturer's recommendations. The fire suppression system in the hood in the mess hall will be deactivated. Propane tank supplying propane to ovens will be removed by vendor.

## Lyon Mountain Correctional Building #2 - Administration



**Size:** 4,624 gross square feet 2 floors with basement

**Uses:** Administration Offices

**Heating:** Hot water oil fired boiler system

**DHW:** Provided off hot water boiler

**Water:** Underground from Building 1

**Sanitary:** Facility site

**Electrical:** Fed from Building 5, with backup generation from facility main generator

**Ventilation:** Natural through windows and mechanical in attic area

**Fire systems:** None

**Refrigeration:** Window AC

## **Closure Activities:**

Heat: Heat is provided by an oil fired hot water boiler. Hot water is distributed through building to fin tube radiation. The boiler is to be drained and cleaned as well as expansion tank. Zone circulators are to be removed and stored in vicinity. All radiation and piping will be drained. Oil lines will be disconnected at the boiler's burner and at the fuel tank.

Domestic Hot water: Hot water is provided from an indirect hot water heater from the heating boiler. The tank should be disconnected, flushed and drained. All hot water piping should be drained utilizing air pressure to remove the water.

Water: Water will be turned off in Building 1. All fixtures should be disconnected and all piping drained.

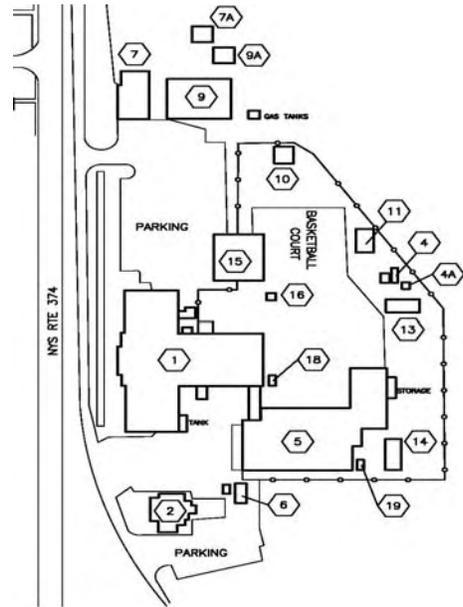
Sanitary: The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled and drained. Drain any tank type toilets. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps.

Electrical: Electric power is provided from Building 5: The power should be disconnected in Building 5.

Ventilation: Verify all bird screens are intact in building ventilation openings.

Window AC units should be removed out of building and disposed of accordingly.

## Lyon Mountain Correctional Building #4 - Commutator Bldg.



**Size:** 128 gross square feet 1 floor with no basement

**Uses:** Waste water collection and treatment

**Heating:** Electric

**DHW:** None

**Water:** Underground from Bldg. 5

**Sanitary:** None

**Electrical:** Fed from Bldg. 5 with backup generation from facility main generators

**Ventilation:** Mechanical exhaust

**Fire systems:** None

**Equipment:** Wastewater pumps/Aeration blowers/sewage grinder pump

### **Closure Activities:**

The building is to be closed in an unheated condition. The following specifics for building systems lay ups are provided.

**Heat:** Electric heater to be shut off at breaker.

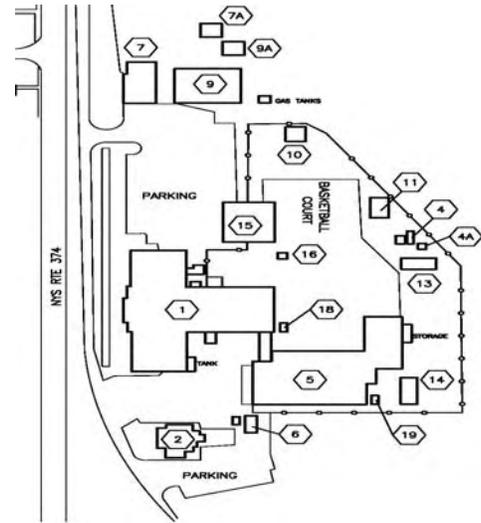
**Water:** Water is provided through the facility's underground water distribution system and originates in Building 5. The water is to be turned off at Bldg 5 and disconnected. Air pressure is to be utilized to drain water out of line.

**Sanitary:** The building has no actual sanitary fixtures but is integral to the wastewater system. Pumps and aeration equipment is to be readied for long term inactivity per manufacturer's recommendations. The sewage grinder pump is to be removed, cleaned and prepared for long term storage. The collection tanks associated with this building will be pumped out and cleaned. Details for proper closing will be included in the wastewater treatment plant closure plan.

Ventilation: Ventilation Exhaust systems are to be shut down at the appropriate circuit breaker. The dampers are to be checked to assure it is closed tightly.

Electric: Electric services are provided to this building through the facility's site wide distribution service. The electric supply originates in Building 5 and should be disconnected there.

## Lyon Mountain Correctional Building #4A - Storage Building



**Size:** 100 gross square feet 1 floor no basement

**Uses:** Storage

**Heating:** None

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** None

**Ventilation:** None

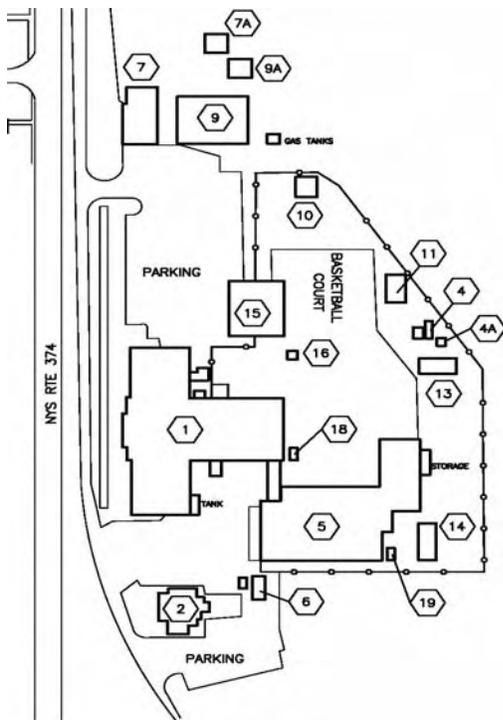
**Fire systems:** None

**Equipment:** None

### **Closure Activities:**

No services are provided to this building. The only decommissioning activities needed are to assure building is cleaned and secure the building.

## Lyon Mountain Correctional Building # 5 - Vocational



**Size:** 24,747 gross square feet 2 floors no basement built on slab

**Uses:** Vocational Programs/ Maintenance Shop/Storehouse

**Heating:** Steam in Building 1 is utilized to heat hot water and is delivered to building

**DHW:** 125 gallon electric hot water heater

**Water:** Underground from Building 1

**Sanitary:** Facility site

**Electrical:** Fed from Building 1, with backup generation from facility main generator

**Ventilation:** Mechanical

**Fire systems:** Centralized alarm system

**Refrigeration:** Store house cooler and freezer, Split AC system

## **Closure Activities:**

The building is to be closed in a non-heated condition. The following specifics for building systems lay ups are provided.

**Heat:** The building is provided hot water from Building 1 for heating. The hot water piping feeding the building will be disconnected in Building 1. Pumps and other equipment in Building 5 will be disconnected and prepared for long term storage. Coils in heaters and piping will be drained.

**Domestic Hot Water System:** Hot water is provided by a 125 gallon hot water heater. The heater is to be disconnected electrically, drained and flushed. All fixtures in building should be disconnected and piping drained.

**Water:** Water is provided through the facility's underground water distribution system. Water will be turned off in Building 1. All fixtures should be disconnected and all piping drained.

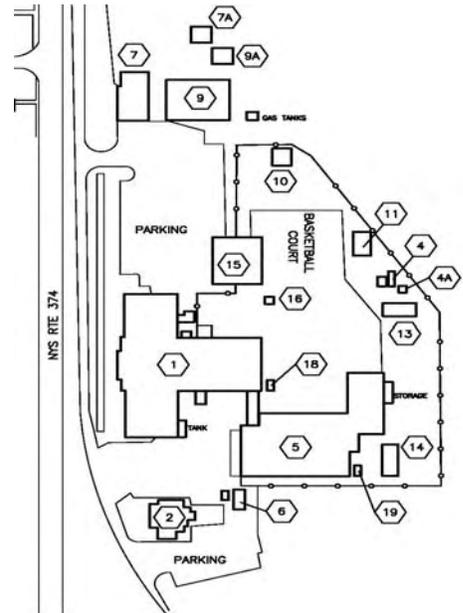
**Sanitary:** The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled and drained. Drain any tank type toilets. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps.

**Ventilation:** Ventilation exhaust and supply fan systems are to be shut down at the appropriate circuit breaker. Disconnect and close all dampers are to be checked to assure they are closed tightly. Assure bird screens are in place on all louvers.

**Electric:** Electric services are provided to this building through the facility's site wide distribution service. The electric should be disconnected at the main transformer adjacent to Building 6.

**Refrigeration:** Refrigeration in this building consists of only water coolers, a split AC system for the office area and freezer and coolers for the storehouse. Water coolers should be unplugged and fixture traps drained. Refrigeration systems should be readied for long term storage in accordance with specific manufacturer's recommendations. All refrigerant should be removed or pumped into the receiver to assure no leakage occurs. Cooler and freezers should be thoroughly cleaned and doors left open to provide air movement.

## Lyon Mountain Correctional Building #6 - Emergency Generator



**Size:** 230 gross square feet 1 floor no basement built on slab

**Uses:** Emergency Generator

**Heating:** Electric

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** Fed from utility

**Ventilation:** Mechanical

**Fire systems:** None

**Equipment:** 375 KW generator

### **Closure Activities:**

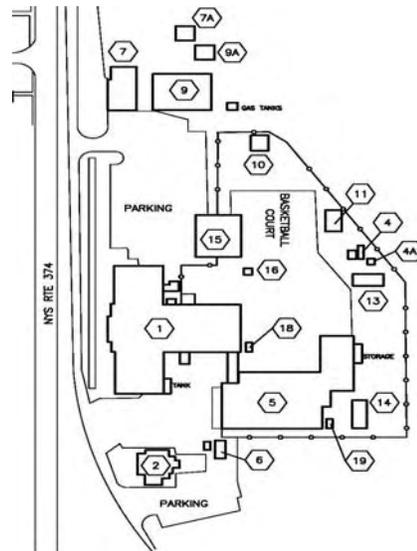
The building is to be closed in a non-heated condition. The following specifics for building systems lay ups are provided.

**Heat:** Heat is provided by electric heaters. These should be disconnected

**Ventilation:** Ventilation exhaust systems are to be shut down at the appropriate circuit breaker. Dampers are to be checked to assure they are closed tightly. Bird screens should be checked to see if intact.

**Electric:** Electric service is fed from the main transformer. The building contains the facility emergency generator. The generator will be conditioned for long term inactivity by the manufacturer representative. The batteries will be disposed of, fuel supply will be disconnected and the unit disabled.

## Lyon Mountain Correctional Building #7 - Storage Garage



**Size:** 2,383 gross square feet 1 floor no basement

**Uses:** Storage

**Heating:** #2 oil fired hot air furnace

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** Fed from Building 9

**Ventilation:** None

**Fire Systems:** None

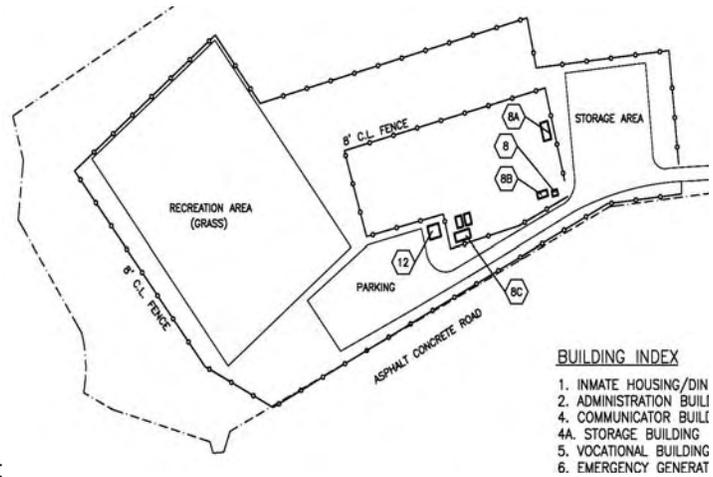
### **Closure Activities:**

Heat: The fire side of the furnace should be cleaned. Oil supply to the burner should be disconnected at the burner and the fuel oil tank.

Electric power should be turned off at the disconnect switch in Building 9.



## Lyon Mountain Correctional - Building #8



**Size:** 243 gross square feet 1 floor no basement

**Uses:** Storage

**Heating:** None

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** From adjacent field mounted outdoor panel box

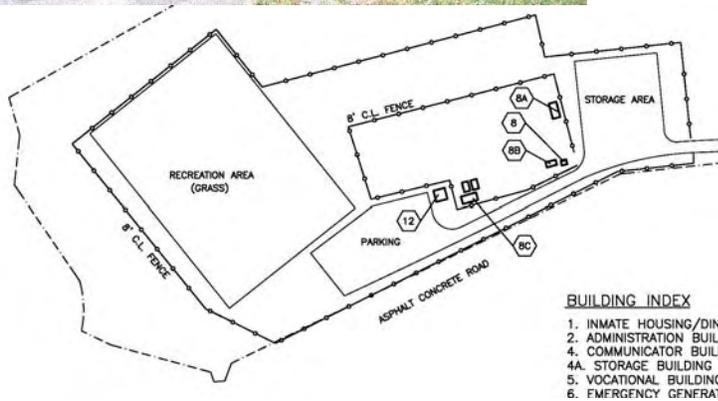
**Ventilation:** None

**Fire systems:** None

### **Closure Activities:**

This building is a wood structure designed to be movable. The only utility is electric that is to be disconnected at an adjacent outdoor panel box. At that time, the building can be secured or relocated.

## Lyon Mountain Correctional - Building #8A



**Size:** 137 gross square feet 1 floor with no basement.

**Uses:** Storage

**Heating:** Electric baseboard.

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** From outdoor panel adjacent to Building #8

**Ventilation:** None

**Fire systems:** None

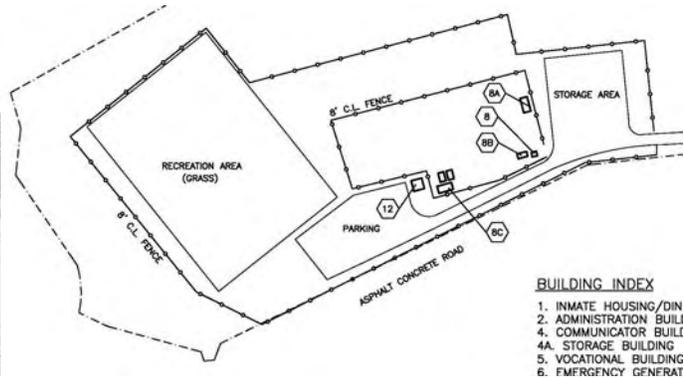
### **Closure Activities:**

The building is to be closed in an unheated condition.

Heat is provided by an electric baseboard heater. This heater is to be disconnected.

Electric is provided from an outdoor panel adjacent to Building 8. The power should be disconnected at this panel. Building can then be secured.

## Lyon Mountain Correctional Building #8B - Blower Building



**Size:** 97 gross square feet no basement.

**Uses:** Aeration Blower Building.

**Heating:** None

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** From outdoor panel adjacent to Building #8

**Ventilation:** Mechanical

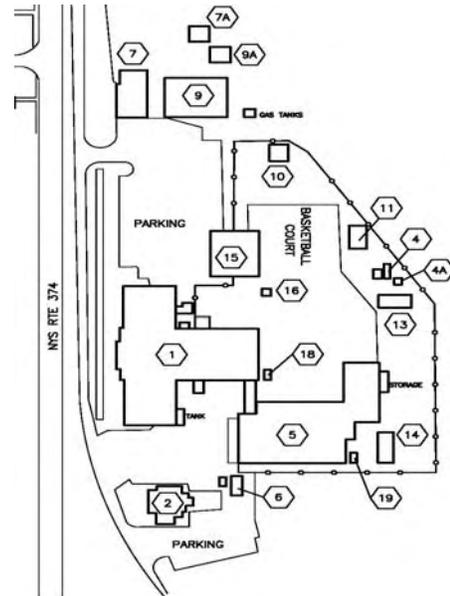
**Fire system:** None

### **Closure Procedures:**

The building is used to house aeration blowers for the wastewater treatment plant. This use had been discontinued with improvements to the wastewater treatment plant and presently is not being utilized. The following specifics for building systems lay ups are provided.

**Electric:** Power shall be turned off at the disconnect switch adjacent to the building. Exhaust louvers should be closed off to protect structure against weather. Building should be secured.

## Lyon Mountain Correctional Building #9 - Vehicle Garage



**Size:** 2,148 gross square feet 1 floor no basement

**Uses:** Motor Vehicle Garage

**Heating:** #2 oil fired Hot water heat

**DHW:** Produced off boiler

**Water:** Underground from Bldg. 1

**Sanitary:** Facility site

**Electrical:** Facility site distribution from Bldg. 15 with emergency generator backup

**Ventilation:** Mechanical

**Fire systems:** Extinguishing system on gas and diesel pumping station

**Equipment:** Motor Vehicle Lift

### **Closure Activities:**

This building is utilized for conducting motor vehicle repairs. The following specifics apply to the closure.

**Heat:** Heat is provided by an oil fired hot water boiler. This boiler is to be cleaned on fire side as well as waterside and prepared for long term storage. It shall be drained. As well circulating pumps will be disconnected and drained. The oil supply to the boiler will be connected at the burner and the tank. The heat piping and radiation will be drained utilizing compressed air.

**Domestic Hot Water:** Domestic hot water is provided off the hot water boiler. The coil should be flushed and drained. Fixtures should be disconnected and piping drained utilizing compressed air.

**Water:** Water is provided via an underground water main. The water can be isolated at Building 1. All piping should be drained utilizing compressed air. All fixtures should be disconnected.

Sanitary: The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled and drained. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps. The building's sanitary system contains a sewage pump. This pump will be removed and prepared for long term storage and the sump flushed, cleaned and resealed.

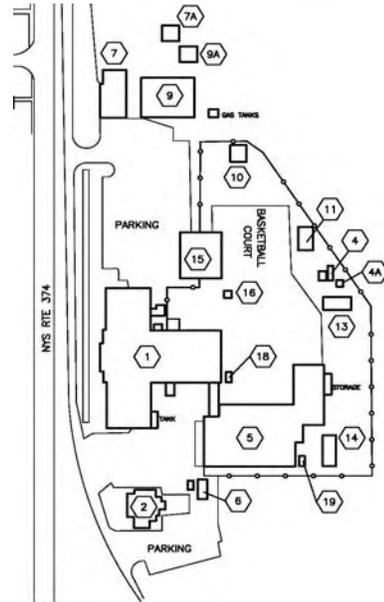
Electrical: Electrical is provided to the building underground from Building 15. Power can be disconnected at building 15.

Ventilation: Mechanical exhaust fans should be disabled. Assure back draft dampers are closed and bird screens intact.

Fire systems: Once the gas and diesel tanks are emptied and pumps disabled, the fire suppression system will be disabled and prepared for long term storage by the manufacturer representative.

The vehicle lifts hydraulics need to be drained of oil to eliminate the possibility of any future environmental problems.

## Lyon Mountain Correctional Building #10 - Maintenance Storage



**Size:** 728 gross square feet 1 floor no basement

**Uses:** Maintenance Storage

**Heating:** None

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** Facility site distribution from Bldg. 15 with emergency generator backup

**Ventilation:** None

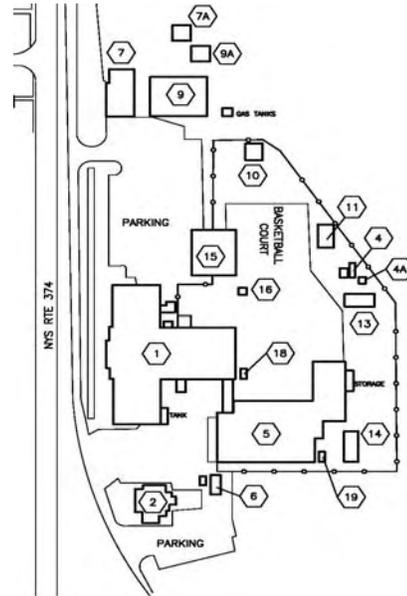
**Fire systems:** None

**Equipment:** None

### **Closure Activities:**

This building is utilized for storage. The only service provided this building is electrical. Electric originates at Building 15 and should be disconnected there. At that time, the building can be secured.

## Lyon Mountain Correctional Building #11 - Weight Lifting



**Size:** 609 gross square feet 1 floor no basement.

**Uses:** Inmate Recreation

**Heating:** None

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** Facility site distribution from Bldg. 4 with emergency generator backup.

**Ventilation:** None

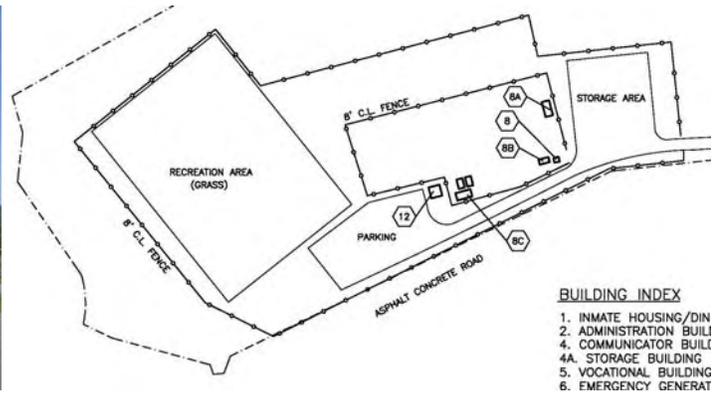
**Fire systems:** None

**Equipment:** None

### **Closure Activities:**

This building is an open pavilion. The only service provided this building is electrical. Electric originates at Building 4 and should be disconnected there

## Lyon Mountain Correctional Building #12 - Ball Field Rest Room



**Size:** 448 gross square feet 2 floors no basement.

**Uses:** Inmate Recreation

**Heating:** None

**DHW:** None

**Water:** Underground from Bldg. 8C

**Sanitary:** Facility Site

**Electrical:** Facility site distribution from Bldg. 8C.

**Ventilation:** None

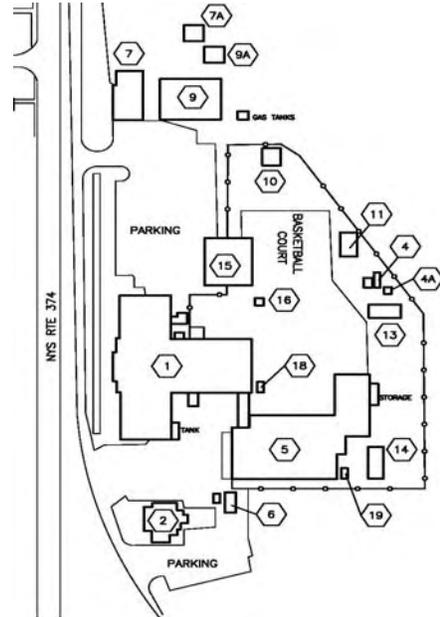
**Fire systems:** None

**Equipment:** None

### **Closure Activities:**

This building is an inmate bath that is utilized only during the summer months. For final closure, the electrical should be disconnected at Building 8C. Water should be turned off at Building 8C and all lines drained. The traps should be dismantled and drained when possible and non-toxic antifreeze added to toilets and the floor drain.

## Lyon Mountain Correctional Building #13 - Recycling



**Size:** 365 gross square feet 1 floor no basement.

**Uses:** Recycling storage

**Heating:** None

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** Facility site distribution from Bldg. 4.

**Ventilation:** None

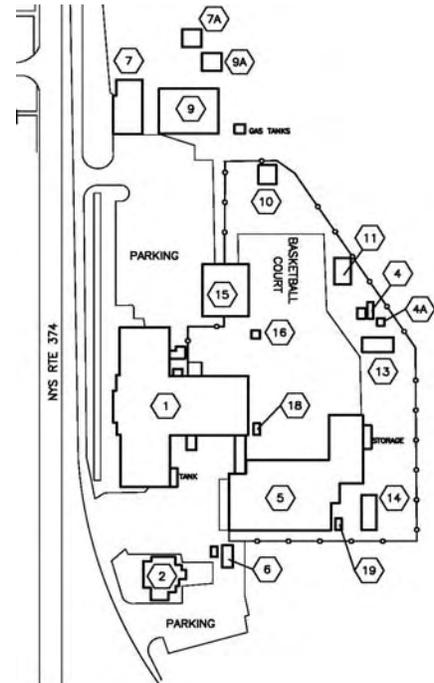
**Fire systems:** None

**Equipment:** None

### **Closure Activities:**

This building is utilized for recycling material collection and storage. The only service to the building is electrical. Electrical can be disconnected at Building 4. At that time, the building can be secured.

## Lyon Mountain Correctional Building #14 - Visitors Pavilion



**Size:** 960 gross square feet 1 floor no basement

**Uses:** Visitor/Inmate functions

**Heating:** None

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** Facility site distribution from Bldg. 5 with emergency generator backup

**Ventilation:** None

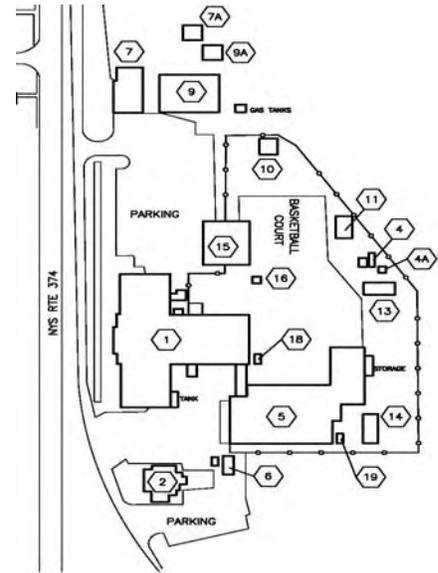
**Fire systems:** None

**Equipment:** None

### **Closure Activities:**

This building is an open pavilion. The only service provided this building is electrical. Electric originates at Building 5 and should be disconnected there

## Lyon Mountain Correctional Building #15 - Visitor Processing



**Size:** 2,148 Gross square feet 1 floor no with basement.

**Uses:** Visitor Processing

**Heating:** LP gas fired hot air furnace

**DHW:** Electric Hot water

**Water:** Underground from Bldg. 1

**Sanitary:** Facility site

**Electrical:** Facility site distribution from Bldg. 1 with emergency generator backup.

**Ventilation:** Mechanical: Exhaust

### **Closure Activities:**

This building is utilized for processing inmate visitors. The following specifics apply to the closure.

**Heat:** Heat is provided by a LP gas hot air furnace. The furnace should be cleaned and disconnected from the LP gas supply. The propane tank will be removed by the vendor.

**Domestic Hot Water:** Domestic hot water is provided by an electric hot water heater. The heater will be disconnected from the electric and from the piping. All fixtures will be disconnected and the lines drained.

**Water:** Water is provided via an underground water main from Building 1. The water can be isolated at Building 1. All piping should be drained utilizing compressed air. All fixtures should be disconnected.

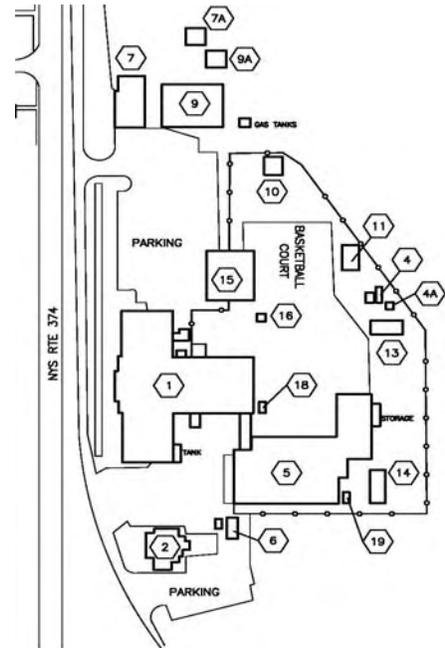
**Sanitary:** The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled and drained. Add non-toxic antifreeze to toilets/urinals, building traps.

**Electrical:** Electrical is provided to the building underground from Building 1. Power can be disconnected at Building 1.

Ventilation: Mechanical exhaust fans should be disabled. Assure back draft dampers are secured closed.

The furnace and hot water heater are located in a crawl space under the building. The space is subject to flooding. Once power is disconnected to the building, the sump pump located in the crawl space will be disabled. The pump, the furnace, and the hot water heater need to be removed from the crawl space and stored on the first floor for future use.

## Lyon Mountain Correctional Building #16 - C. O. Post



**Size:** 100 gross square feet 1 floor no basement

**Uses:** Correction Officer's Protection Unit

**Heating:** Electric

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** Facility site distribution from Bldg. 15 with emergency generator backup

**Ventilation:** None

**Fire systems:** None

**Equipment:** None

### **Closure Activities:**

The only service provided this building is electrical. Electric originates at Building 15 and should be disconnected there. Heat will be disabled once electric is disconnected.

**Lyon Mountain Correctional Building #17 - Range Bldg. and Building #20 - Range Storage Bldg.**



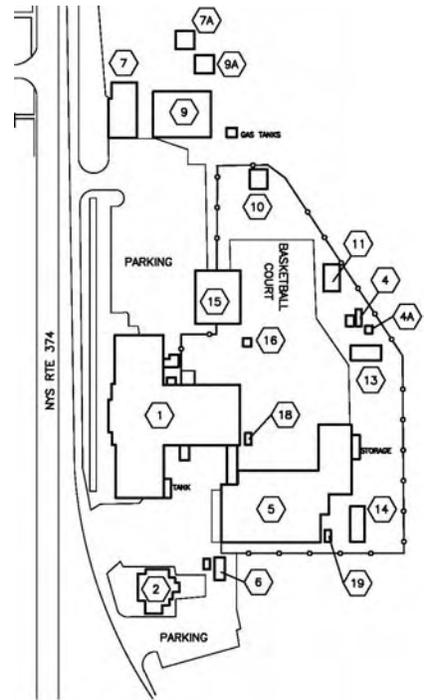
**Size:** #17 - 743 Gross square feet 1 floor no with basement  
#20 - 130 gross square feet 1 floor no basement

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**Closure Activities:**

These two building are located on property of DOCS approximately 10 miles east of the facility. The buildings are associated with a training area that the facility previously utilized along with the Clinton Correctional Facility. Custody of these two buildings and the surrounding land will be transferred to Clinton Correctional Facility and therefore no closing activities will take place associated with the decommissioning of Lyon Mountain Correctional.

## Lyon Mountain Correctional Building #18 - Scrap Metal Building



**Size:** 192 gross square feet 1 floor no with basement

**Uses:** Storage of scrap metal

**Heating:** None

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** None

**Ventilation:** None

**Fire systems:** None

**Equipment:** None

### **Closure Activities:**

This building is utilized for scrap metal storage and has no services or utilities. Closure activities are only to assure it is cleaned out and secured.

## Lyon Mountain Correctional Building #19 - Storage



**Size:** 31 gross square feet 1 floor no basement

**Uses:** Storage

**Heating:** None

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** None

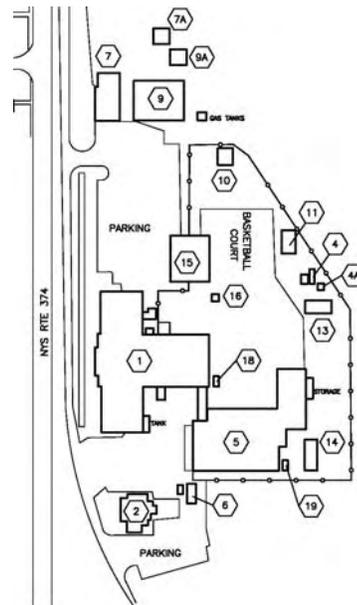
**Ventilation:** None

**Fire systems:** None

**Equipment:** None

### **Closure Activities:**

This building is utilized for storage and has no services or utilities. Closure activities are only to assure it is cleaned out and secured.



## DECOMMISSIONING PHYSICAL PLANT OF THE MINIMUM SECURITY COMPOUND AT BUTLER CORRECTIONAL FACILITY



The Butler Correctional Facility opened in January 1989 as a Shock Incarceration Facility with 288 beds. In 1990, one year after the opening of Butler Shock, the 240 bed Butler Alcohol and Substance Abuse medium security facility opened on an adjacent parcel of State owned land. In 1993, the shock portion of the facility changed its primary function to that of a minimum security facility. In 2007, the medium portion of the facility changed its primary function from an Alcohol and Substance Abuse Treatment facility to a general confinement, medium security facility. The current combined capacity for both facilities is approximately 528 beds.

To meet the original needs of the Department of Correctional Services, the Butler Correctional Facility was constructed with two distinct sections of the facility which are easily distinguished and separable into two different complexes.

There are approximately 24 acres of land within the perimeter of both facilities and 177 acres outside the occupied perimeter. The perimeter security is comprised of a single row of fencing topped with coiled blades of razor ribbon around the medium security portion of the Butler Correctional Facility and a 4' chain link privacy fence surrounding the minimum security section of the facility.

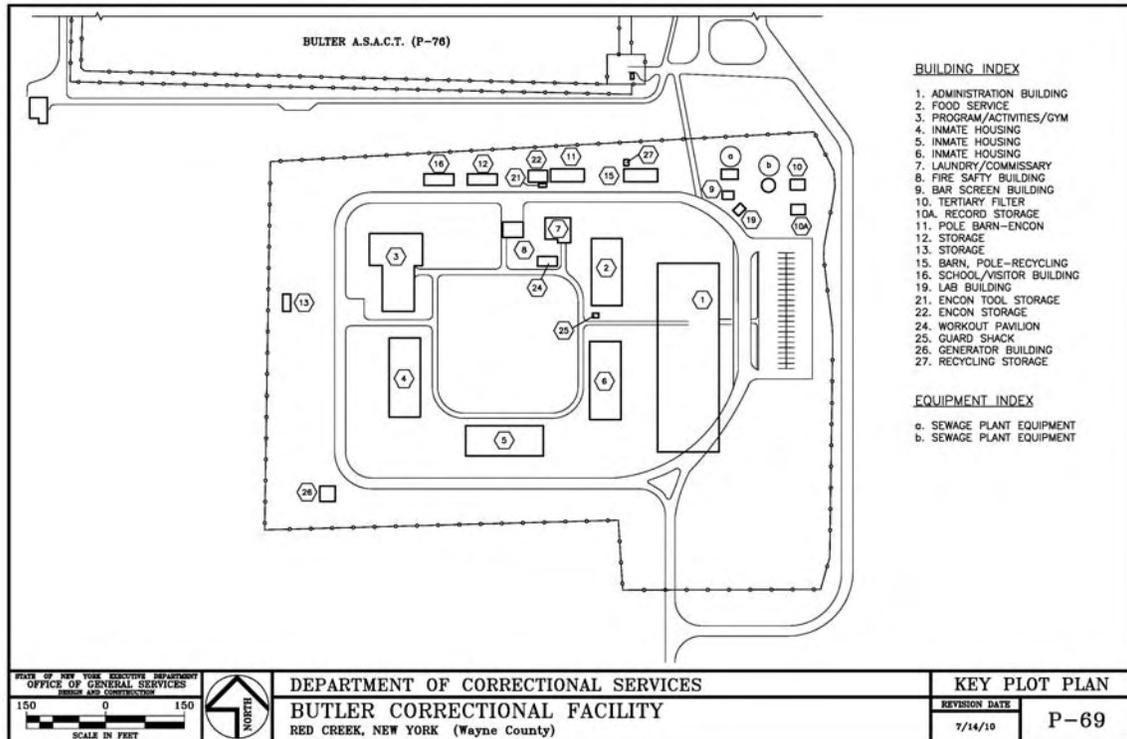
The minimum security property has 22 buildings including 3 barracks-style housing units. The medium security section of the property has 18 buildings including 3 barracks-style housing units. Each facility has its own administration building, visitors building and food service building. All buildings on both campuses have individual mechanical rooms and boilers. Both facilities share some utility infrastructure including potable water, electric, sewer and storm water.

As part of Commissioner Fischer's overall plans for the Department of Correctional Services, the minimum security portion of the Butler Correctional Facility is being closed to reduce costs and consolidate prison inmates at other correctional facilities around the state.

This document provides guidance for the decommissioning of utility services and building systems for the structures comprising the minimum facility. This document also provides direction for on going maintenance activities required to keep the capital assets in good condition and protect the structures, building systems and utility distribution systems for reuse at a future date.

It is the premise of this closure plan to mothball the buildings in an unheated state. The plan will address shutting down systems in such a way that degradation due to inactivity and exposure to cold conditions would be held to a minimum. In most instances this would focus on sealing the building's envelope, draining heating and water systems and eliminating possible "environmental issues".

## I EXISTING BUILDINGS



### Buildings Scheduled to Close

<i>Building # 1: Administration</i>	<i>Building #12: Storage (Frisk Area)</i>
<i>Building # 2: Food Service</i>	<i>Building #13: Storage</i>
<i>Building # 4: Inmate Housing</i>	<i>Building #15: Recycling</i>
<i>Building # 5: Inmate Housing</i>	<i>Building #16: School, Visiting</i>
<i>Building # 6: Inmate Housing</i>	<i>Building #19: Lab (Escape/Pursuit Storage)</i>
<i>Building # 7: Laundry, Commissary</i>	<i>Building #21: Encon Tool Storage</i>
<i>Building # 8: Fire Safety</i>	<i>Building #22: Encon Storage</i>
<i>Building # 9: Bar Screen</i>	<i>Building #24: Workout Pavilion</i>
<i>Building # 10: Tertiary Filter</i>	<i>Building #25: Guard Shack</i>
<i>Building #10A: Record Storage</i>	<i>Building #26: Generator Building</i>
<i>Building #11: Pole barn Encon.</i>	<i>Building #27: Recycling Storage</i>

## II SITE UTILITY SERVICES AND SYSTEMS

Site utility services and systems include all electrical, mechanical and infrastructure systems located outside of the buildings which are the subject of the closure plan. These include water distribution piping, sanitary sewer collection system, sanitary treatment, storm water collection system, exterior building and street lighting, and general lawns and grounds.

## **Water Distribution System**

The Butler minimum facility is provided water from the Wayne County Water and Sewer Authority. Water is delivered via an underground water main that loops around the facility. The same water main also serves the Butler medium facility. The distribution system provides potable water to all buildings in the compound and also consists of a number of fire hydrants through out the compound.

- **Decommissioning Goal**

The site water system is needed to maintain fire protection to the buildings located in the facility compound via fire hydrants and for potable use and internal stand pipes for buildings with continued occupancy.

- **Decommissioning Actions**

The water mains on the site will remain active, but flow will decrease and for buildings unoccupied, flow will almost become non-existent due to lack of water use. The water in the underground piping to unoccupied buildings would be stagnant and not suitable for potable use. The water service to fully closed buildings should be isolated from the site piping by disconnecting the water pipe as it enters each building just past the first valve connection. If not possible or practical, or should the building heating or fire protection systems require water to operate, then signs stating “Non-Potable Water” should be permanently affixed at all faucets and water fountains. See Building Heating and Fire Protection sections and specific building closure details.

- **Maintenance**

The underground water lines and fire hydrants will require periodic flushing to keep dirt and particulate from accumulating in the pipes and fire hydrants. The lines should be flushed at the same frequency and times as the Butler medium facility water lines. Isolated buildings should be checked to assure isolation valves are holding.

## **Sanitary Sewer System**

The Butler minimum facility is served by underground sanitary sewer piping and manholes located throughout the compound. Also included is a grease trap in the food service building. Sewage is collected and combines with sewage from the Butler medium facility and then flows to Building 9, Bar Screen Building. In 2005, the facility’s wastewater treatment plant was decommissioned and DOCS entered into contract with Wayne County Waste and Sewage Authority to receive sanitary sewer service.

- **Decommissioning Goal**

The site sanitary sewer system will remain active but flow will be reduced significantly.

- **Decommissioning Actions**

The underground sanitary sewer system will remain active and therefore no decommissioning actions are necessary with the exception of cleaning the grease trap at the Food Service Building.

- **Maintenance**

The underground sanitary sewer system must be inspected and maintained in order to prevent early deterioration of the asset as well as possible environmental concerns. The system should be inspected semi-annually for infiltration or inflow from extraneous flows. Manhole covers should be removed at key locations on the main sanitary lines running through the facility at major junction points of the sewer lines. Any observed flows of water in the system should be identified and the source located and eliminated.

## **Storm Water System**

The Butler minimum facility is served by underground storm sewer piping, manholes and area drainage catch basins located throughout the compound.

- **Decommissioning Goal**

The site storm sewer system will remain active in order to provide drainage of the site and roadways due to rain and snow.

- **Decommissioning Actions**

The underground storm sewer system will remain active.

- **Maintenance**

The Butler minimum facility does not fall under the regulatory requirements of the DEC Municipal Separate Storm Sewer System (MS4) for storm water management. However, storm water manholes and catch basins should be visually inspected semiannually to ensure that they are not clogged or otherwise in disrepair. If these structures are filled with sediment, debris, or have any structural defect affecting their function, they should be cleaned and repaired as necessary.

## **Exterior Building, Street and Walkway Lighting**

The exterior building, street, and walkway lighting at the Butler minimum facility is controlled off photocells located in various buildings. This lighting will remain active for security purposes as it is minimal in nature.

- **Decommissioning Goal**

The exterior building, street, and walkway lighting will remain active.

- **Decommissioning Actions**

The exterior building, street, and walkway lighting systems remain active. In the future, the facility can consider powering down individual light fixtures adjacent to areas isolated from occupied areas of the facility.

- **Maintenance**

Lighting fixtures should be inspected semi-annually and lenses and fixtures be repaired as needed to maintain the weatherproof integrity of the fixture. If in the future, individual lights are powered down, these lights should be powered up every six months during low electric usage times and repairs made to maintain them in working condition.

## **Lawns and Grounds**

The facility grounds should be maintained in a reasonable condition.

- **Decommissioning Goal**

The facility grounds should be maintained in a reasonable condition.

- **Decommissioning Actions**

All power equipment, gasoline and oil should be centralized and maintained in one area, either Building 15, Recycling Building or at the Butler medium facility. Necessary hand equipment needed for future maintenance may be stored in secured storage building. The facility has requested the establishment of an inmate ground's crew for maintaining the facility. Any chemicals utilized for pest control and building maintenance supplies such as paint should be relocated to the Butler medium facility.

- **Maintenance**

Grass must be maintained at least to a level where it does not seed and can be restored to the condition it was preceding closure. Ornamental plants can be removed to ease grounds keeping. Annual bush trimming and clipping should occur as necessary to keep the trees and bushes from over growing their root system. Roadways must be maintained during the winter months to allow emergency vehicles access to buildings at all times.

## **Electrical**

The facility's electrical distribution system consists of underground conduit and various pad mount transformers and switches. Full emergency back up power is provided by a facility diesel powered generator.

- **Decommissioning Goal**

The electrical distribution system including the emergency power system will be maintained in a fully operational condition.

- **Decommissioning Actions**

As the system is to be maintained in a fully operational condition, no action is necessary other than disconnecting individual buildings that will be deactivated. See specific building closures sections for additional details.

- **Maintenance**  
Normal maintenance activities that are in effect at a fully functioning facility will continue. This will include the testing of the facility generator as in effect at this time.

### **III GENERALIZED BUILDING CLOSURE ACTIONS**

Individual building decommissioning plans are presented below. In most cases, a generalized approach can be taken due to the commonality of systems serving each building. These generalized actions include:

#### **Heating and Ventilation Systems**

- **Decommissioning Goal**  
Maintain the buildings in good condition to allow for reuse and to maintain the asset in an acceptable state. Take appropriate action to protect heat systems in unheated conditions for future reuse.
- **Decommissioning Actions**  
For heating systems in buildings that are to be turned off these systems should be drained or if not practical, non-toxic antifreeze additive added to protect the systems down to a minus 50 degree burst temperature. Compressed air should be utilized to remove the majority of the water. The boilers will be drained, cleaned and prepared for long term lay up. Chemical feed systems will be inactivated and chemical disposed of in accordance with all environmental regulations.

Heat systems in some unoccupied buildings will remain active but at a reduced temperature. Maintain the lowest possible temperature possible in these buildings without creating situations where water piping may burst. All exhaust fans and make up air units are to be disabled and exercised at a minimum monthly. Dampers should be checked to assure they are fully closed and if insulation is necessary added to outside penetrations to prevent cold air from entering.

- **Maintenance**  
The condition of the buildings and systems should be inspected at a minimum of weekly during the heating season and biweekly through the rest of the year. All exhaust fans and make up air units are to be disabled and exercised at a minimum monthly.

#### **Potable Water Systems**

- **Decommissioning Goal**  
The goal of decommissioning is to achieve protection of existing water piping and fixtures for future use and protect building envelope from water damage.

- **Decommissioning Actions**

Water systems in many cases have to remain active in order to have fire protection or provide make-up water to heat systems. An evaluation of individual buildings was conducted to determine if isolation from the main system is possible without affecting fire protection or heat systems.

In buildings to be fully decommissioned, water systems will be placed in an inactive state once all other utilities have been disconnected, combustibile storage has been removed and fire protection is no longer necessary. The actions necessary to perform decommissioning of building water systems is presented in the individual building decommissioning plans section.

- **Maintenance**

Review of the condition of the water systems should be performed bi-weekly with any deficiencies corrected immediately.

## **Sanitary Sewer Systems**

- **Decommissioning Goal**

The goal of the decommissioning process related to the building sanitary sewer systems is to ensure that the systems can be reused in the future.

- **Decommissioning Actions**

Wastewater systems (including floor drains) must be free of water as all buildings will be unheated. Traps are to be removed and drained when ever possible. Fixtures with internal traps such as toilets and floor drains must have non toxic antifreeze added to prevent freezing and prevent the escape of gases into the building.

- **Maintenance**

Review of the condition of the building sanitary sewer systems should be performed on a semi annual basis by qualified maintenance personnel and any repairs made as needed. Fixture traps are to be replenished with antifreeze as needed to maintain gas seals.

## **Emergency Life and Safety Systems**

- **Decommissioning Goal**

Emergency Life and Safety Systems include standpipes, fire alarm systems, emergency lighting, exit lights, and kitchen hood system. These systems will remain active and functional in all buildings until all services to a building are turned off, the building has no occupancy, and no combustibile storage is in the building.

- **Decommissioning Actions**

Specific procedures for decommissioning are included in individual building closure plans. Once all life safety systems are decommissioned the building must have

signage indicating that “This Building’s utility service has been disconnected and Fire Prevention systems disabled.”

- **Maintenance**

A periodic inspection to ensure nothing has changed, the signs are still in place, and that all systems are off.

## **Lighting**

- **Decommissioning Goal**

Building lights are to be turned off and any emergency battery backup packs removed to eliminate potential environmental concerns in buildings fully decommissioned.

- **Decommissioning Actions**

Shut off lights. Assure emergency light systems and exit signs in buildings with internal or external dedicated power supplies are shut down. Batteries in exit lighting and emergency lighting systems are to be removed to prevent possible damage to fixtures and eliminate environmental hazards in fully decommissioned buildings.

- **Maintenance**

No specific maintenance of the lighting system is necessary other than housekeeping activities in the case of broken bulbs noted during building inspections. Exterior light fixtures should be inspected semi-annually and repairs made to maintain weather tight condition.

## **Refrigeration Systems**

- **Decommissioning Goal**

The goal is to maintain the refrigeration equipment in the best possible condition and eliminate any potential environmental harm.

- **Decommissioning Action**

Portable refrigeration units will be removed from the facility. AC systems, coolers and freezers will be serviced by qualified mechanic and Freon secured either by removal or storage in receiver tanks.

- **Maintenance**

On a semi-annual basis, equipment should be inspected for any signs of oil leaks and corrective action taken as needed.

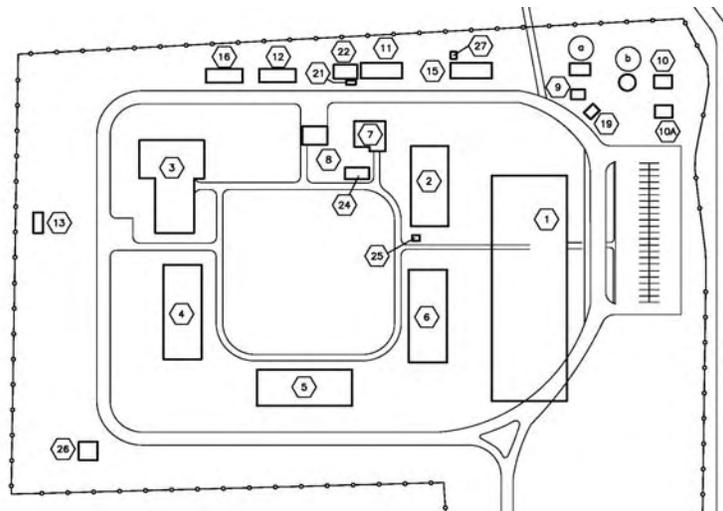
## **IV MISCELLANEOUS DECOMMISSIONING ACTIONS**

- Daily fire and safety inspections are not necessary but weekly and monthly inspections should be conducted.

- Monthly Environmental Service Inspections should also be conducted. Deficiencies noted during these inspections should be scheduled for correction.
- Regulatory Environmental Requirements
- **Petroleum Bulk Storage**  
The facility has 2 petroleum bulk storage tanks that are registered with the Department of Environmental Conservation. Both tanks are associated with the emergency generator for the facility and both tanks at this time will remain active and all requirements under Environmental Conservation Law will continue. These tanks as well as the pad mount transformers also fall under the regulatory authority of the US Environmental Protection Agency. The facility in conjunction with Butler Medium has a Spill Prevention Control and Countermeasure Plan that outlines certain procedures to meet the requirements of 40CFR, Part 112. The requirements include monthly inspections of these two storage tanks. The pad mount transformers at the facility are also included in this program. Monthly inspections as well as other requirements within this plan should continue.
- **Air Permitting**  
Butler minimum as well as the adjoining medium facility fall under a single combined DEC air permit registration. Associated with Butler minimum is one generator as well as minor emission points. The air permit will remain in effect and all reporting and operating requirements associated with the permit will continue.
- **Furniture and Equipment**  
Beds and officer station furniture in housing units shall be available in the case it is needed. Furnishings such as microwaves and refrigerators provided for employees use will be removed from the vacant buildings and reused in a method determined by the employee unions. Furnishings in support buildings may be stored or remain in place. Equipment fixed to buildings such as food service equipment is to remain in place. DOCS Nutritional Services will be coordinating the disposition of the food service equipment and DOCS Support Operation will coordinate the disposition of the Laundry equipment.
- **Phone/Data**  
The decommissioning of phone and data systems will be coordinated by the Management of Information Services group. Facility computer equipment will be stored or relocated to the Butler medium facility. At least one phone in each building should remain active. Remaining phones can be removed and placed in storage. Unused phone lines can be deactivated. A number of the buildings have centralized building heat controls that are tied into the Butler medium's temperature control system. The communication lines should remain active to provide maintenance staff at Butler medium the ability to monitor and control the building automated control systems.

## V INDIVIDUAL BUILDING CLOSURE PLANS

### Butler Building # 1 - Administration



**Size:** 11,991 gross square feet, 1 floor with no basement

**Uses:** Security/Program/Administration Offices

**Heating:** Natural gas fired hot water boiler/fin tube radiation/cabinet unit heaters/air handlers **DHW:** Natural gas fired boiler and indirect water heater

**Water:** Underground from facility site distribution system

**Sanitary:** Facility site

**Electrical:** Facility site distribution from pad mount transformer. Main controls for parking lot lighting.

**Ventilation:** Natural/Mechanical. Wall mounted exhaust fans. Two Make up Air handlers.

**Fire systems:** Centralized alarm system and standpipe system

**Refrigeration:** 25 Ton AC unit

**Equipment:** Supervisory Station for facility-wide fire alarm system. Radio repeater for minimum side radios and facility vehicle fleet.

## **Closure Actions;**

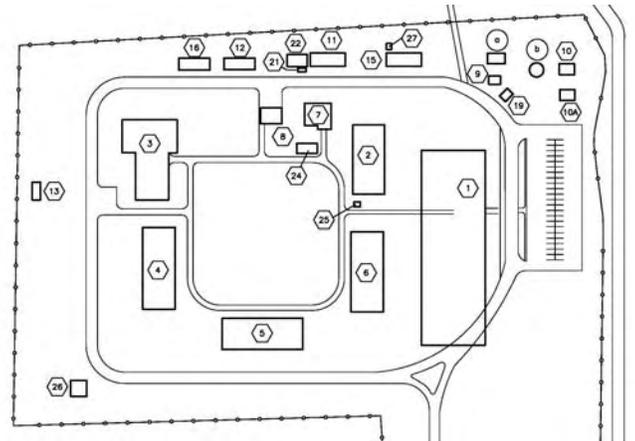
The building is presently utilized as an Administrative office building. It also provides office space for security, program and parole staff. Additionally, the key room for the facility is located in this building. Although there are planned relocation and reutilization of specific office space, the building will remain occupied and continued to be used by Butler medium. Therefore, no specific closure activity will occur in regard to the building's utility service.

Several items as listed below will be addressed.

**Facility Fire Alarm System:** The Central Supervisory fire alarm system is located in this building. As it is necessary to maintain this system in the buildings, unless a building is fully decommissioned, a method needs to be established where staff assigned to the Administration building at Butler medium can monitor the system. The facility should work with the electronic control specialist at Facility Planning and Development to coordinate this work. If in the future, DOCS releases certain buildings to other parties, the fire alarm system will have to be modified to remove these buildings from the central system.

**Facility Security Radio System:** Butler minimum facility operates their security radio system on a frequency different from the Butler medium facility. The majority of the radios in the vehicle fleet are programmed to the Butler minimum facility. These radios will need to be reprogrammed to the Butler medium frequency and the FCC license for the Butler minimum suspended.

## Butler Correctional Building #2 – Food Service



**Size:** 8,460 gross square feet, 1 floor with no basement

**Uses:** Food Service/Store House/Package Room

**Heating:** Hot water natural gas fired boiler

**DHW:** Hot water plate type heat exchanges with 375 gallon storage tank

**Water:** Underground site distribution

**Sanitary:** Facility site

**Electrical:** Site Distribution system disconnected at pad mount transformer

**Ventilation:** Natural/ Mechanical exhaust/ Cooking exhaust hood system/ Air Handler with heat coils

**Fire systems:** Central fire alarm system/Standpipe system/Hood suppression system

**Refrigeration:** Window AC / Freezer and refrigeration storage/ Ice machines

**Equipment:** Refrigeration Equipment/ Food prep equipment/Dish washer/Water Softener/Package X-Ray machine

### **Closure Activities:**

The building will be closed in a heated condition at a reduced temperature. Facility staff advises a building temperature of 45-50 degrees can be maintained with no chance of damage to the building physical plant structure or any systems left operational. The following specific actions apply to the building systems.

**Heat:** The heat system is controlled and monitored through a central building control system that can be accessed at the Butler medium facility. Heat is provided by a natural gas fired hot water boiler. Hot water is distributed through the building to fin tube radiation, cabinet unit heaters and air handler coils. The air handler systems will be disabled and the heat valves to the coils will be opened to full hot water flow for freeze protection. No other activities are necessary other than reduction of temperature set points.

**Domestic Hot water:** Domestic hot water is provided through plate heat exchangers that utilize boiler hot water to heat the water. The plate exchangers should be isolated from the boiler water and the DHW supply to the building and drained. All hot water supplies should be disconnected from equipment and fixtures and drained. Additionally, the electric hot water booster heater for the dishwasher should be disconnected, drained and prepared for long term storage in accordance with the manufacturer's recommendations.

**Water:** Water is provided from the underground site distribution system. The water service must remain active. Water should be valved off to all areas where possible and the lines disconnected to provide drainage. The supplies to the Domestic hot water system should also be isolated from the cold water system. All fixtures and equipment should be disconnected from the water system and drained with the exception of other the heat and fire standpipe system. In addition, signage should be installed on fixtures indicating the water is non-potable and not suitable for consumption. Included in the water system is a building wide water softener. This softener should be disconnected from the system and prepared for long term storage per manufacturer's recommendations.

**Sanitary:** The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled, drained and the sanitary connection sealed. Drain any tank type toilets. Fixtures with integral traps must be kept full of water to provide proper gas seals or removed and drained and the sanitary connection sealed. The 1,000 gallon grease trap associated with this building should be cleaned and refilled partially with clear water.

**Electrical:** Electric power is provided from a pad mount transformer. The service will remain active. Individual circuits to non essential equipment should be deactivated. Emergency lighting and exit signs must remain active.

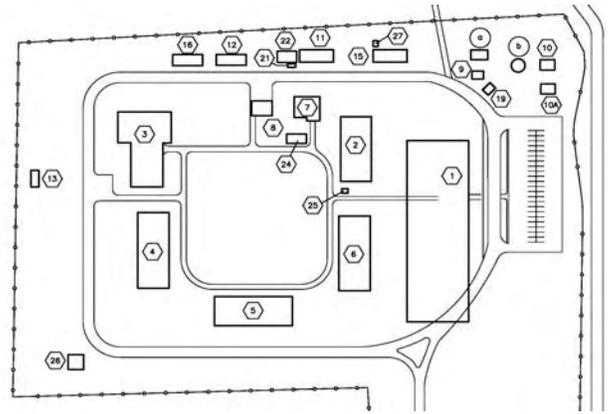
**Ventilation:** The exhaust fans and air handlers, including the hood system should be deactivated. Dampers and louvers to the outside should be checked to assure they are properly closed and additional measures taken if necessary to eliminate any air infiltration. Insect and bird screens should be checked to assure they are intact.

**Fire systems:** The building is connected to the site-wide fire system. This system must remain active. The exhaust hood in the cooking area has a wet chemical fire system that must remain active and appropriate inspections be conducted until all services to the building are disconnected. Fire doors over the serving line and dish pass room can be lowered and remain in that position.

**Refrigeration:** Window AC units should be removed out of building and disposed of accordingly. Freezers, coolers, and ice machines should be prepared for long term storage in accordance to the appropriate manufacturer's recommendations.

Equipment: Cooking equipment should be disconnected from all services. Any water should be drained and the equipment prepared for long term storage according to specific manufacturer's recommendations. The chemical system for the pot sinks should be emptied of chemical, appropriately disposed and vendor contacted to acquire of the disposition of the injection system. Final disposition of the food service equipment will be coordinated with DOCS Nutritional Services Unit. The disposition of the X-Ray machine will be coordinated by DOCS Support Operations.

## Butler Correctional Building #3 – Program /Gym Bldg.



**Size:** 12,325 gross square feet, 1 floor with no basement

**Uses:** Recreation/Programs/Medical.

**Heating:** Hot water natural gas fired boiler/ Fin tube radiation/cabinet unit heaters/ air handlers for Gym

**DHW:** Indirect tank heater off hot water boiler

**Water:** Underground site distribution

**Sanitary:** Facility Site

**Electrical:** Site Distribution system disconnected at pad mount transformer

**Ventilation:** Mechanical exhaust/Air Handler systems for Gym

**Fire systems:** Central site wide alarm system/ Standpipe system

**Refrigeration:** Split AC system for Pharmacy area/Window AC

### **Closure Activities:**

The building is to be closed in a heated condition. A temperature of 45-55 degrees should be targeted. The following specific actions apply to the building systems.

**Heat:** Heat is provided by a natural gas fired hot water boiler. Hot water is distributed through the building to fin tube radiation, cabinet unit heaters and air handler coils. The air handler systems will be disabled and the heat coils will be opened to full hot water flow for freeze protection. Currently, the heat controls for this building are in need of repair and DOCS will have to perform some work to the heat control system to provide proper temperature control. It is anticipated this work will be performed by the Office of General Services Field Unit.

**Domestic Hot water:** Domestic hot water is provided by an indirect-fired water heater utilizing hot water from the heat system. The heater should be isolated from the boiler water, the cold water supply and the DHW supplies to the building. The tank should be

flushed and drained. All hot water supplies should be disconnected from equipment and fixtures and drained.

**Water:** Water is provided from the underground site distribution system. The water service must remain active. Water should be valved off to all areas where possible and the lines disconnected to provide drainage. The supplies to the domestic hot water system should also be isolated from the cold water system. All fixtures and equipment other than the heat and fire stand pipe system should be disconnected from the water system. In addition, signage should be installed on fixtures indicating the water is non-potable and not suitable for consumption.

**Sanitary:** The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled, drained and the sanitary connection sealed. Drain any tank type toilets. Fixtures with integral traps must be kept full of water to provide proper gas seals or removed and drained and the sanitary connection sealed

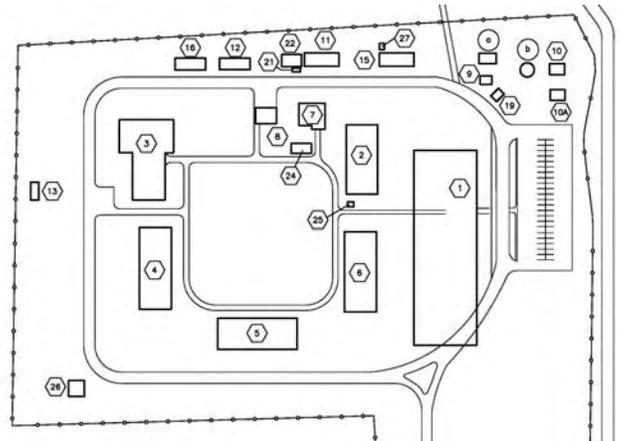
**Electric:** Electric services are provided to this building through the facility's site wide distribution service and originates at a pad mounted transformer adjacent to the building. Emergency lighting and exit signs must remain powered up.

**Ventilation:** The exhaust fans and air handlers should be deactivated. Fin tube radiation in the gym is sufficient to provide the required heat. Dampers and louvers to the outside should be checked to assure they are properly closed and additional measures taken if necessary to eliminate any air infiltration. Insect and bird screens should be checked to assure they are intact.

**Fire Systems:** The central monitoring and the standpipe system must remain active.

**Refrigeration:** Window AC units should be removed out of building and disposed of accordingly. The split system for the Pharmacy should be disconnected from the electric system and prepared for long term storage in accordance with the manufacturer's guidelines.

## Butler Correctional Building #4 – Inmate Housing



**Size:** 9,687 gross square feet, 1 floor no basement

**Uses:** Inmate Housing

**Heating:** Hot water natural gas fired boiler/ Fin tube radiation/cabinet unit heaters/ Air Handler

**DHW:** Natural gas fired hot water heater with 400 gallon storage tank

**Water:** Underground site distribution

**Sanitary:** Facility Site

**Electrical:** Site Distribution system disconnected at pad mount transformer

**Ventilation:** Mechanical exhaust and make-up air handler

**Fire systems:** Central site wide alarm system/ Standpipe system

### **Closure Activities:**

The building is to be closed in a heated condition. A temperature of 45-55 degrees should be targeted. The following specific actions apply to the building systems.

**Heat:** Heat is provided by a natural gas fired hot water boiler. Hot water is distributed through building to fin tube radiation, cabinet unit heaters and an air handler coil. The air handler system will be disabled and the heat coil will be opened to full hot water flow for freeze protection. The heat system can be monitored and controlled from the Butler medium facility.

**Domestic Hot water:** Domestic hot water is provided by an individual hot water boiler and the system includes a 400 gallon storage tank. The boiler should be disconnected electrically. The boiler should be isolated from the cold water system and the natural gas system, cleaned and prepared for long term storage in accordance with the manufacturer's recommendations. The storage tank should be isolated from the boiler water, the cold water supply, and the domestic hot water supplies to the building, the tank should be flushed and drained. All hot water supplies should be disconnected from equipment and fixtures and drained.

**Water:** Water is provided from the underground site distribution system. The water service must remain active. Water should be turned off to all areas where possible and the lines disconnected to provide drainage. The supplies to the domestic hot water system should also be isolated from the cold water system. All fixtures and equipment other than the heat and fire stand pipe system should be disconnected from the water system. In addition, signage should be installed on fixtures indicating the water is non-potable and not suitable for consumption.

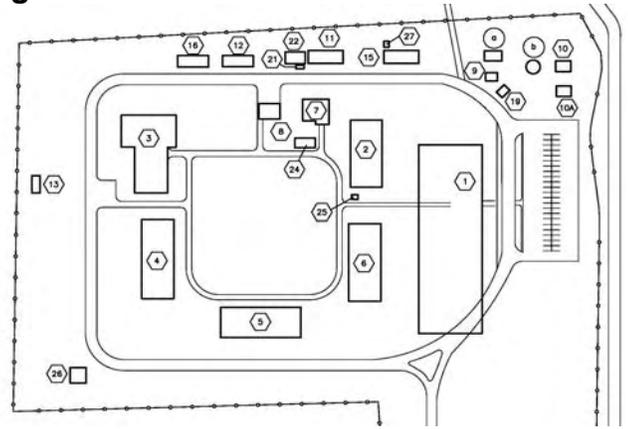
**Sanitary:** The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled and drained and sealed. Drain any tank type toilets. Fixtures with integral traps must be kept full of water to provide proper gas seals.

**Electric:** Electric services are provided to this building through the facility's site wide distribution service and originates at pad mounted transformer adjacent to the building. The electric service will remain active. Unnecessary branch circuits should be turned off. Lighting will remain active but turned off. Emergency lights, exit lights, and dorm area night lights will remain on.

**Ventilation:** The exhaust fans and air handlers should be deactivated. The main exhaust fans and air handlers can be controlled from the Butler medium facility. Fin tube radiation in the building is sufficient to provide the required heat so the air handler can be disabled. Dampers and louvers to the outside should be checked to assure they are properly closed and additional measures taken if necessary to eliminate any air infiltration. Insect and bird screens should be checked to assure they are intact.

**Fire Systems:** The central monitoring and the standpipe system must remain active.

## Butler Correctional Building # 5 – Inmate Housing



**Size:** 9,687 gross square feet, 1 floor no basement

**Uses:** Inmate Housing

**Heating:** Hot water natural gas fired boiler/ Fin tube radiation/cabinet unit heaters/ Air Handler

**DHW:** Plate Heat exchanges utilizing hot water off heat boiler

**Water:** Underground site distribution

**Sanitary:** Facility Site

**Electrical:** Site Distribution system disconnected at pad mount transformer

**Ventilation:** Mechanical exhaust and make-up air handler

**Fire systems:** Central site wide alarm system/ Standpipe system

### **Closure Activities:**

The building is to be closed in a heated condition. A temperature of 45-55 degrees should be targeted. The following specific actions apply to the building systems.

**Heat:** Heat is provided by a natural gas fired hot water boiler. Hot water is distributed through building to fin tube radiation, cabinet unit heaters and an air handler coil. The air handler system will be disabled and the heat coil will be opened to full hot water flow for freeze protection. The heat system can be monitored and controlled from the Butler medium facility.

**Domestic Hot water:** Domestic hot water is provided through plate heat exchangers that utilize boiler hot water to heat the water. The plate exchangers should be isolated from the boiler water, the cold water supply and the DHW supply to the building and drained. All hot water supplies should be disconnected from equipment and fixtures and drained.

**Water:** Water is provided from the underground site distribution system. The water service must remain active. Water should be turned off to all areas where possible and the lines disconnected to provide drainage. The supplies to the domestic hot water system should also be isolated from the cold water system. All fixtures and equipment

other than the heat and fire stand pipe system should be disconnected from the water system. In addition, signage should be installed on fixtures indicating the water is non-potable and not suitable for consumption.

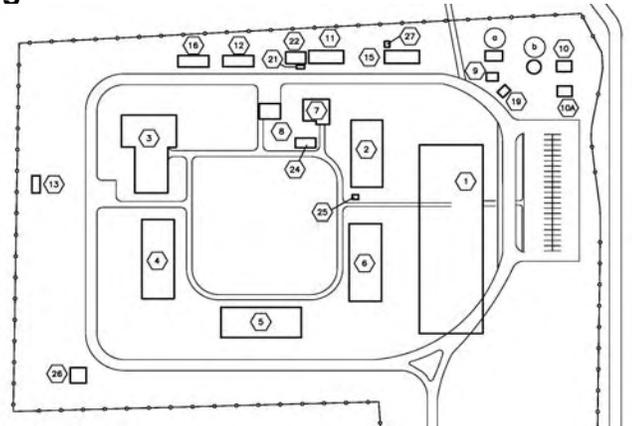
**Sanitary:** The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled and drained and sealed. Drain any tank type toilets. Fixtures with integral traps must be kept full of water to provide proper gas seals.

**Electric:** Electric services are provided to this building through the facility's site wide distribution service and originates at a pad mounted transformer adjacent to the building. The electric service will remain active. Unnecessary branch circuits should be turned off. Lighting will remain active but turned off. Emergency lights, exit lights, and dorm area night lights will remain on.

**Ventilation:** The exhaust fans and air handlers should be deactivated. The main exhaust fans and air handlers can be controlled from the Butler medium facility. Fin tube radiation in the building is sufficient to provide the required heat so the air handler can be disabled. Dampers and louvers to the outside should be checked to assure they are properly closed and additional measures taken if necessary to eliminate any air infiltration. Insect and bird screens should be checked to assure they are intact.

**Fire Systems:** The central monitoring and the standpipe system must remain active.

## Butler Correctional Building #6 – Inmate Housing



**Size:** 9,687 gross square feet 1, floor no basement

**Uses:** Inmate Housing

**Heating:** Hot water natural gas fired boiler/ Fin tube radiation/cabinet unit heaters/ Air Handler

**DHW:** Plate Heat exchanges utilizing hot water off heat boiler

**Water:** Underground site distribution

**Sanitary:** Facility Site

**Electrical:** Site Distribution system disconnected at pad mount transformer

**Ventilation:** Mechanical exhaust and make-up air handler

**Fire systems:** Central site wide alarm system/ Standpipe system

### **Closure Activities:**

The building is to be closed in a heated condition. A temperature of 45-55 degrees should be targeted. The following specific actions apply to the building systems.

**Heat:** Heat is provided by a natural gas fired hot water boiler. Hot water is distributed through building to fin tube radiation, cabinet unit heaters and an air handler coil. The air handler system will be disabled and the heat coil will be opened to full hot water flow for freeze protection. The heat system can be monitored and controlled from the Butler medium facility.

**Domestic Hot water:** Domestic hot water is provided through plate heat exchangers that utilize boiler hot water to heat the water. The plate exchangers should be isolated from the boiler water, the cold water supply and the domestic hot water supply to the building and drained. All hot water supplies should be disconnected from equipment and fixtures and drained.

**Water:** Water is provided from the underground site distribution system. The water service must remain active. Water should be turned off to all areas where possible and the lines disconnected to provide drainage. The supplies to the domestic hot water system should also be isolated from the cold water system. All fixtures and equipment

other than the heat and fire stand pipe system should be disconnected from the water system. In addition, signage should be installed on fixtures indicating the water is non-potable and not suitable for consumption.

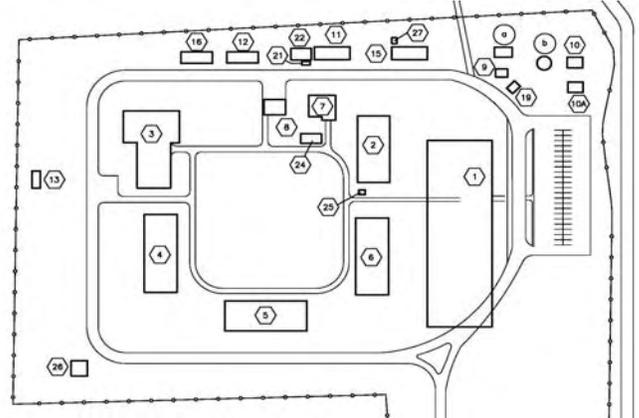
**Sanitary:** The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled and drained and sealed. Drain any tank type toilets. Fixtures with integral traps must be kept full of water to provide proper gas seals.

**Electric:** Electric services are provided to this building through the facility's site wide distribution service and originates at a pad mounted transformer adjacent to the building. The electric service will remain active. Unnecessary branch circuits should be turned off. Lighting will remain active but turned off. Emergency lights, exit lights, and dorm area night lights will remain on.

**Ventilation:** The exhaust fans and air handler should be deactivated. The main exhaust fans and air handler can be controlled from the Butler medium facility. Fin tube radiation in the building is sufficient to provide the required heat so the air handler can be disabled. Dampers and louvers to the outside should be checked to assure they are properly closed and additional measures taken if necessary to eliminate any air infiltration. Insect and bird screens should be checked to assure they are intact.

**Fire Systems:** The central monitoring and the standpipe system must remain active.

## Butler Correctional Building #7 – Laundry –Commissary



**Size:** 2,148 gross square feet 1, floor no basement

**Uses:** Central Laundry/State shop

**Heating:** Hot water natural gas fired boiler/ Fin tube radiation/Unit heaters

**DHW:** Natural gas fired hot water heater with 175 gallon storage tank

**Water:** Underground site distribution

**Sanitary:** Facility Site

**Electrical:** Site Distribution system disconnected at pad mount transformer

**Ventilation:** Supply air to dryers and boilers

**Fire systems:** Central site wide alarm system

**Equipment:** Commercial Laundry equipment/Chemical Injection system

### **Closure Activities:**

The building is to be closed in a heated condition. A temperature of 45-55 degrees should be targeted. The following specific actions apply to the building systems.

**Heat:** Heat is provided by a natural gas fired hot water boiler. Hot water is distributed through building to fin tube radiation and unit heaters. No action is necessary other than reducing the temperature of the building space.

**Domestic Hot water:** Domestic hot water is provided by an individual hot water boiler and the system includes a 175 gallon storage tank. The boiler should be disconnected electrically. The boiler should be isolated from the cold water system, isolated from the natural gas system, cleaned and prepared for long term storage in accordance with the manufacturer's recommendations. The storage tank should be isolated from the boiler water, the cold water supply, and the domestic hot water supplies to the building. The tank should be flushed and drained. All hot water supplies should be disconnected from equipment and fixtures and drained.

**Water:** Water is provided from the underground site distribution system. The water service must remain active. Water should be turned off to all areas where possible and

the lines disconnected to provide drainage. The supplies to the domestic hot water system should also be isolated from the cold water system. All fixtures and equipment other than the heat and fire stand pipe system should be disconnected from the water system. In addition, signage should be installed on fixtures indicating the water is non-potable and not suitable for consumption.

**Sanitary:** The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled and drained and sealed. Drain any tank type toilets. Sanitary connections for the washers should be sealed. Fixtures with integral traps must be kept full of water to provide proper gas seals.

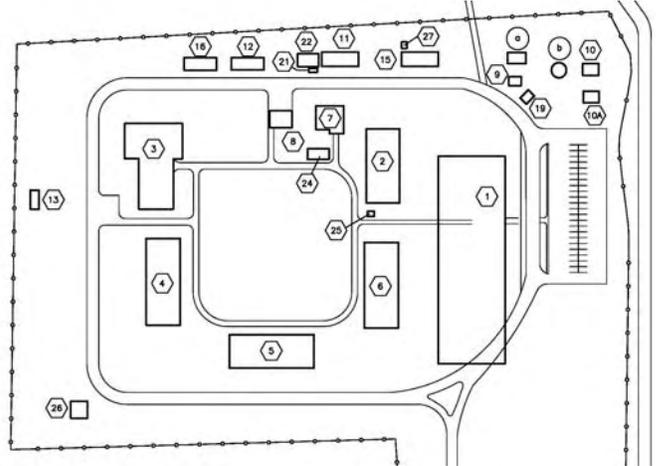
**Electric:** Electric services are provided to this building through the facility's site wide distribution service and originates at pad mounted transformer adjacent to the building. The electric service will remain active. Unnecessary branch circuits should be turned off. Lighting will remain active but turned off. Emergency lights, exit lights, and dorm area night lights will remain on.

**Ventilation:** There are intakes in the building laundry that provides supply air to the dryers when operating. Assure the dampers are closed. Insect and bird screens should be checked to assure they are intact. The supply/exhaust for the mechanical room will be maintained in an operable condition.

**Fire Systems:** The central monitoring system must be maintained in an operable condition.

**Equipment:** Chemicals should be removed and the chemical injection system should be flushed including pumps and feed lines and drained. Final disposition of the laundry equipment will be coordinated by DOCS Support Operations.

## Butler Correctional Building #8 – Fire Safety



**Size:** 1,420 gross square feet, 1 floor no basement.

**Uses:** Fire and Safety Office

**Heating:** Natural Gas Unit Heaters: Underground Natural Gas Service

**DHW:** Electric Hot Water Heater

**Water:** Facility Site underground

**Sanitary:** Facility Site. One Bathroom

**Electrical:** Underground from Bldg. #7

**Ventilation:** Mechanical Exhaust

**Refrigeration:** Window AC unit

**Fire Systems:** Central Alarm System

### **Closure Activities:**

This building is utilized as a Fire Safety office and storage area. It will be closed in an unheated state. As electric power is fed out of this building to other buildings that are to be reused by the Butler Medium Facility, it is unable to fully decommission this building as the electric utility can not be disconnected. The fire alarm system must remain operational.

**Heat:** The building is heated by three ceiling wall mounted natural gas fired unit heaters. The natural gas line is to be turned off on the outside of the building. Each heater is individually vented and the vents should be sealed against entry by weather, rodents and insects. Signage should be provided on the heaters indicating gas vents have been sealed.

**DHW:** Domestic hot water is provided by an electric hot water heater. Power should be disconnected to the heater. The heater should be disconnected or from the cold water

system and flushed and drained. Hot water piping should be disconnected at the fixtures and piping drained utilizing compressed air if necessary.

**Water:** The cold water service should be turned off at the underground valve adjacent to the building. The piping should be disconnected inside the building at the closest point possible to the water service, disconnected at fixtures and drained utilizing compressed air if necessary. Water should be removed from the service line between the outdoor curb stop to a point below frost level.

**Sanitary:** The trap on the sink should be removed and drained. The sanitary line should be sealed to prevent entry of gas and odors into the building. The toilet is a tank type and should be removed from sanitary and drained. The sanitary line should be sealed at floor level.

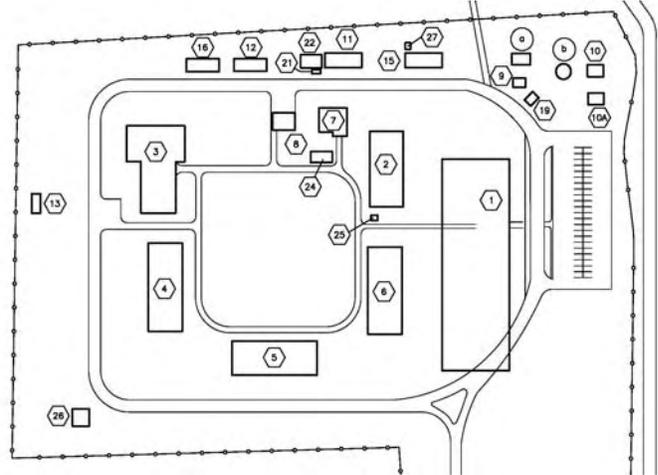
**Electrical:** Power should be turned off to all non essential outlets and equipment. As the building can not be fully decommissioned, any exit lights and emergency lighting systems must remain operational. If Butler Medium does not utilize Building #16 as noted under the specific write-up for that building, the electric supply can be disconnected at Building 7.

**Ventilation:** The mechanical exhaust fan serving the electric room should be disabled during the winter months. It should be assured the damper is in a closed and sealed position. If necessary, during warm weather to operate this exhaust fan to maintain proper temperature in the electric room, it should be re-energized.

**Refrigeration:** The window AC unit should be removed and disposed of in accordance with applicable regulatory regulations.

**Fire System:** As previously noted, the fire system must be maintained in an operable condition. If the Butler Medium does not utilize Building 16 and this building is disconnected from the facility grid, then the fire system can be deactivated for this building and the building considered fully decommissioned.

## Butler Correctional - Building #9 Bar Screen



**Size:** 434 gross square feet, 1 floor no basement

**Uses:** Wastewater preliminary treatment

**Heating:** Electric unit heaters

**DHW:** Electric Hot water heater

**Water:** Facility Site underground

**Sanitary:** None

**Electrical:** Underground from adjacent pad mount transformer

**Ventilation:** Mechanical

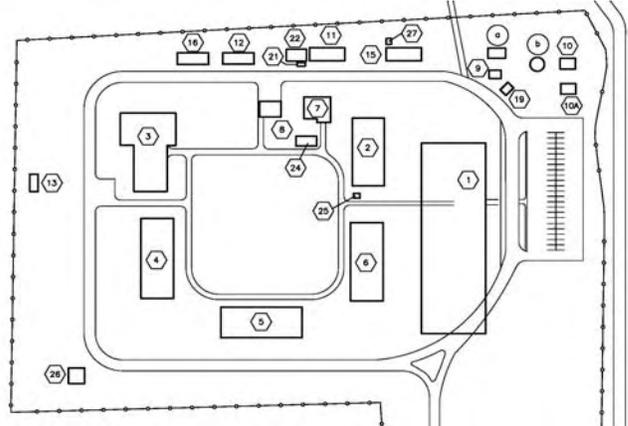
**Fire systems:** None

**Equipment:** Sewage treatment equipment: Sewage grinder pump and bar screen

### **Closure Activities:**

This building will remain fully functional. The operation and maintenance of this building was designated to the Wayne County Water and Sewer Authority under an agreement entered into with the Authority. The building will not be affected by the closure of Butler Minimum Correctional Facility.

## Butler Correctional - Building #10 Tertiary Filter Plant



**Size:** 624 gross square feet, 1 floor with no basement.

**Uses:** Vacant

**Heating:** Electric ceiling heaters.

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** Underground from adjacent pad mount transformer

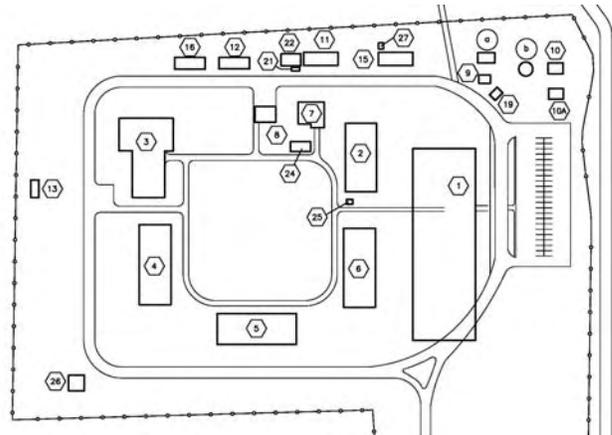
**Ventilation:** Mechanical Exhaust

**Fire systems:** None

### **Closure Activities:**

The building was originally part of the wastewater treatment plant. With the previous decommissioning of the treatment plant, all equipment was removed from the building and the building designated as future storage. It is the intent of the Butler medium facility to utilize this building for Record Storage or as a Visitor's Processing Center. No closure activities will occur associated with this building.

## Butler Correctional Building #10A – Record Storage



**Size:** 1,548 gross square feet, no basement

**Uses:** Presently designated as Record Storage: Proposed Equipment Storage

**Heating:** Electric Unit Heaters

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** From outdoor panel adjacent to Building 8

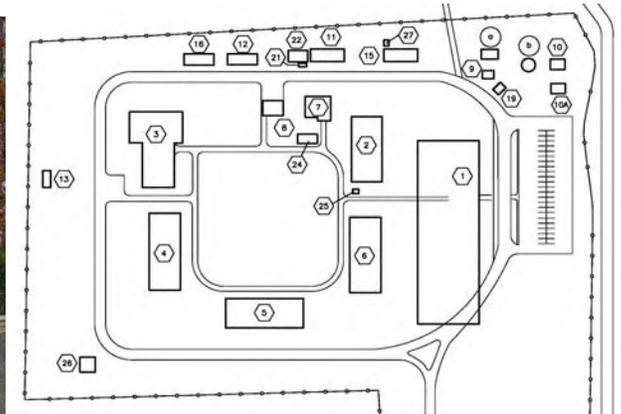
**Ventilation:** Mechanical

**Fire system:** None

### **Closure Procedures:**

The building did house equipment necessary for the operation of the wastewater treatment plant prior to decommissioning of the plant. This use had been discontinued and presently the building is not being utilized. The following specifics for building systems lay ups are provided. It is the intent of the Butler medium facility to utilize this building for storage. There are no closing procedures necessary in this building.

## Butler Correctional Building #11 – Pole Barn Encon



**Size:** 1,564 gross square feet, 1 floor no basement.

**Uses:** Utilized by Department of Environmental Conservation

**Heating:** LP gas unit heaters

**DHW:** Electric

**Water:** Underground from site distribution

**Sanitary:** Facility site

**Electrical:** Underground from Building 15

**Ventilation:** None

**Fire systems:** None

### **Closure Activities:**

This building is utilized by the New York Department of Environmental Conservation as a staging area and office. At one point in time inmate work crews from the Butler minimum facility worked closely on DEC projects and coordination was done through this office. It is anticipated DEC will vacate this building so complete closing steps are listed below to be followed once the building is vacated. At that time, it will be fully decommissioned. The following specifics apply to the full decommissioning activities. Upon full decommissioning, appropriate signage should be installed.

**Heat:** Heat is provided by propane fired unit heaters. The fuel supplies will be disconnected and sealed and the vents sealed. Signage should be provided on the heaters indicating the heater vents have been sealed. The LP gas line will be disconnected at the tank and tank removed by the fuel vendor.

**DHW:** Domestic hot water is provided by an electric hot water heater. Power should be disconnected to the heater. The heater should be disconnected from the cold water system and flushed and drained. Hot water piping should be disconnected at the fixture and piping drained utilizing compressed air if necessary.

Water: Water is provided via an underground water main. The water can be isolated at the curb stop outside the building. The water piping should be disconnected inside the building as close as possible to where the service enters the building. Water must be removed from the service line to a point below the frost line. All piping should be drained utilizing compressed air. All fixtures should be disconnected.

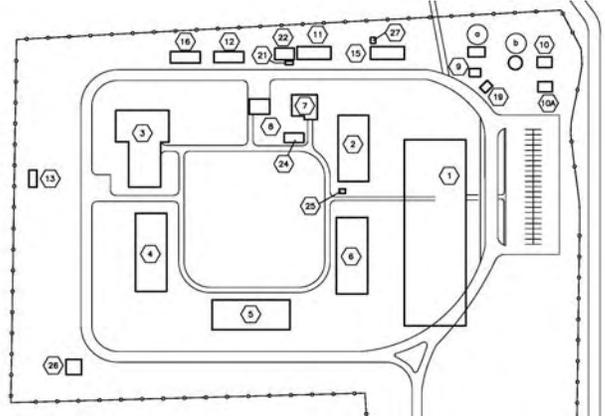
Sanitary: The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled and drained. Add non-toxic antifreeze to toilets/urinals, building traps and any floor drain traps. Toilets are to be removed, drained and the sanitary connection sealed. The building's sanitary system contains a sewage pump. This pump will be removed and prepared for long term storage and the sump flushed, cleaned and resealed.

Electrical: Electrical is provided to the building underground from Building 15. Power can be disconnected at Building 15.

Ventilation: Mechanical exhaust fans should be disabled. Assure back draft dampers are closed and bird screens intact.

Phone/Data lines: At the time of full decommissioning, the phone and any data lines will be disabled at the point of origin by MIS.

## Butler Correctional Building #12 - Storage /Frisk Building



**Size:** 2,147 gross square feet, 1 floor no basement

**Uses:** Storage and Inmate Crew Frisk Area

**Heating:** Natural gas Hot water boiler/Fin tube radiation/hot water unit heaters

**DHW:** Indirect heater off Hot water boiler

**Water:** Underground Site distribution

**Sanitary:** Facility Site

**Electrical:** Underground from Building 16

**Ventilation:** Natural/Mechanical

**Fire systems:** None

### **Closure Activities:**

This building is utilized as a storage area and a frisk area for outside work crews. As all services to this building can be isolated the building can easily be winterized and would not need to be immediately reactivated in the event DOCS had to reuse the facility, it can be closed down in an unheated state and be fully decommissioned. Specifics for the closure follow.

**Heat:** Heat is provided by natural gas hot water boiler. The fuel supplies will be disconnected and the vents sealed. Signage should be provided on the heaters indicating the heater vents have been sealed. The fuel lines should be plugged and the gas shut off and locked to prevent unauthorized operation of the gas valve. The boiler should be disconnected from the electric source, cleaned and drained. Circulation pumps should be removed and drained. The heat piping and heaters should be disconnected from the boilers and drained utilizing compressed air if necessary.

**Domestic Hot Water:** Domestic hot water is provided by an indirect hot water heater utilizing hot water from the heat boiler. The heater should be disconnected from the cold water system and the boiler system and flushed and drained. Hot water piping should be disconnected at the fixtures and piping drained utilizing compressed air if necessary.

Water: Water is provided via an underground water main. The water should be isolated at the underground curb stop. The cold water should be disconnected inside the building at the entry into the building. Fixtures should be disconnected from the piping. Supply lines should be drained utilizing compressed air. Water needs to be removed between the building and the outside curb stop to a level below the frost line.

Sanitary: The building sanitary system ties into the facility wide sanitary system. All traps accessible should be disassembled and drained. The toilets are floor mounted tank type that should be removed and drained. Sanitary connections to fixtures should be plugged. Add non-toxic antifreeze to any building traps and any floor drain traps that can not be drained.

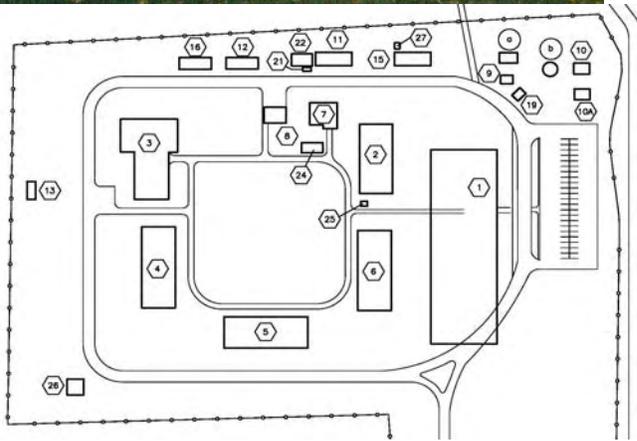
Electrical: Electrical is provided to the building underground from Building 16. Power can be disconnected at building 16.

Ventilation: Mechanical exhaust fans should be disabled. Assure back draft dampers are closed and bird screens intact.

Phone/Data lines: At the time of full decommissioning, the phone and any data lines will be disabled at the point of origin by MIS.

The building should be secured and appropriate decommissioning signage installed at the entrance after all services are disconnected and all combustible storage removed.

## Butler Correctional Building #13 - Storage



**Size:** 184 gross square feet, 1 floor no basement

**Uses:** Maintenance Storage

**Heating:** None

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** None

**Ventilation:** None

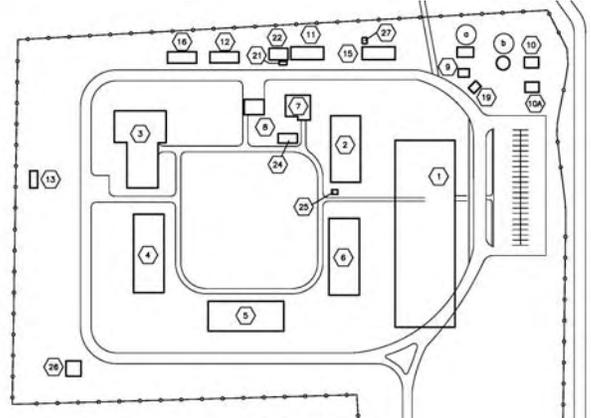
**Fire systems:** None

**Equipment:** None

### **Closure Activities:**

This building is utilized for storage. This building will be fully decommissioned. No utility services are provided to this building. The only closure activity involved in decommissioning the building is to remove any combustible storage and secure the building.

## Butler Correctional Building #15 – Pole Barn Recycling



**Size:** 2,615 gross square feet, 1 floor no basement

**Uses:** Recycling Facility

**Heating:** Natural Gas Unit Heaters

**DHW:** Electric

**Water:** Facility site distribution

**Sanitary:** Facility Site

**Electrical:** Facility site from transformer

**Ventilation:** Natural

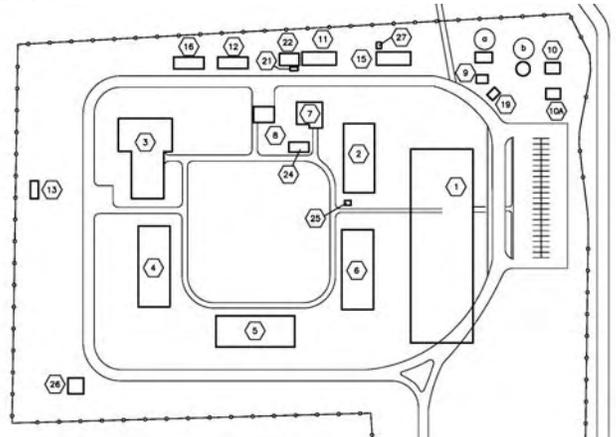
**Fire systems:** None

**Equipment:** Recycling Equipment, Facility trash compactor

### **Closure Activities:**

The building serves as the recycling center for the Butler minimum and Butler medium facilities. Butler medium will continue to operate the recycling program out of this building and thus no closure activities will occur at this building.

## Butler Correctional Building #16 – School/Visitors



**Size:** 3,040 gross square feet, 1 floor no basement

**Uses:** School/Visitors Building

**Heating:** Hot water boiler/Fin Tube Radiation

**DHW:** Electric

**Water:** Underground site distribution

**Sanitary:** Facility Site

**Electrical:** Underground from Building 8

**Ventilation:** Mechanical Exhaust

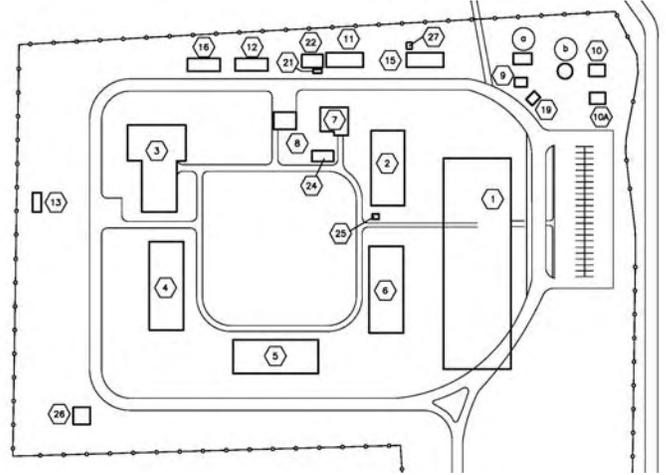
**Fire systems:** Central

**Equipment:** Vending Machines

### **Closure Activities:**

This building is being considered for reuse by the Butler medium facility as a Visitor's Processing and Hospitality Center. If the facility does pursue this, no closure activities are necessary. If in the future, the building will be placed in a full decommissioned state.

## Butler Correctional Building #19 – Escape/Pursuit



**Size:** 303 gross square feet, 1 floor no basement

**Uses:** Security Storage

**Heating:** Electric wall units

**DHW:** Electric hot water heater

**Water:** Facility site distribution

**Sanitary:** Facility Site

**Electrical:** Facility site distribution from pad mount transformer

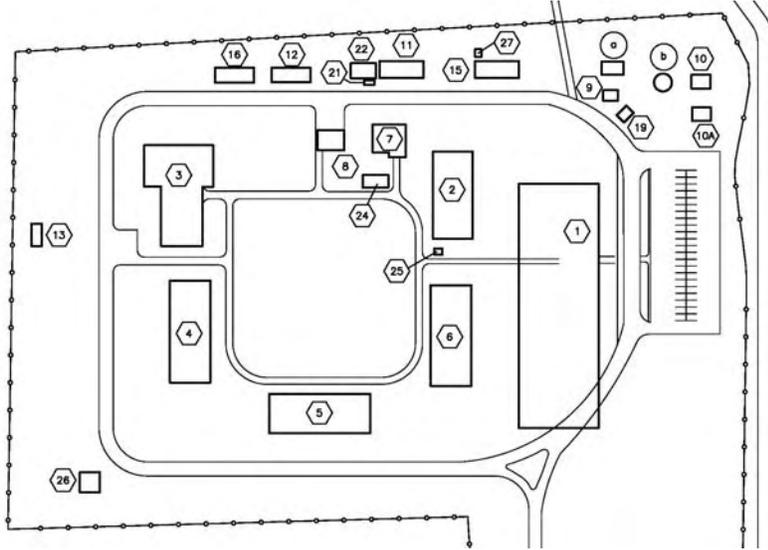
**Ventilation:** Natural

**Fire systems:** Central

### **Closure Activities:**

Butler medium facility will continue to utilize this building. The electric and phone service will continue to be active as will the central fire alarm system. The building has already been isolated from the site water distribution system. The traps in the sink and toilet should be sealed to prevent any escape of gas from the sanitary system.

## Butler Correctional Building #21 – Encon Tool Storage



**Size:** 19 gross square feet, 1 floor no with basement

**Uses:** Tool storage

**Heating:** None

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** None

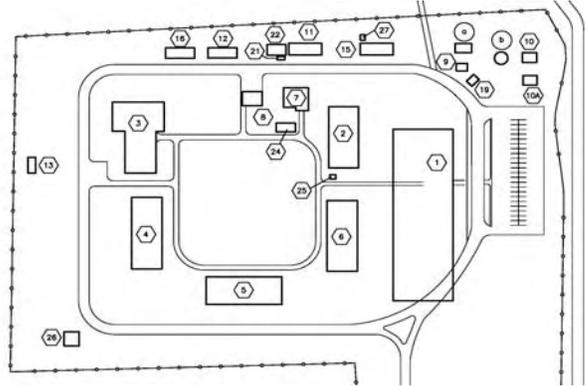
**Ventilation:** None

**Fire Systems:** None

### **Closure Activities:**

The building is utilized for tool storage by the Department of Environmental Conservation. No closure activities are necessary except for securing of the building once DEC vacates the facility. At that time, the building will be fully decommissioned.

## Butler Correctional Building #24 – Workout Pavilion



**Size:** 1,770 gross square feet, 1 floor no basement

**Uses:** Inmate Recreation

**Heating:** None

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** Underground from Building 8

**Ventilation:** None

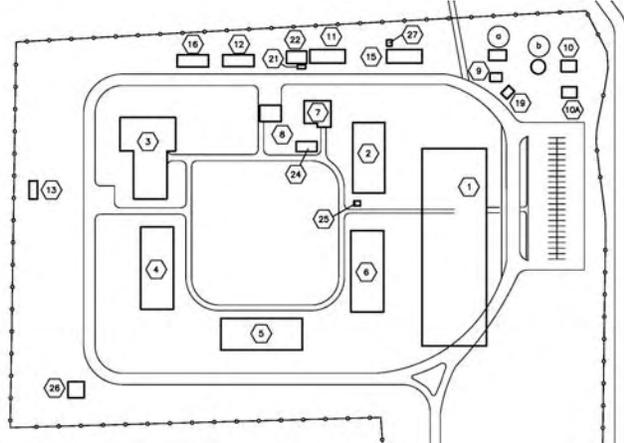
**Fire systems:** None

**Equipment:** None

### **Closure Activities:**

Building 25 is an open pavilion. The only service in this building is electric that is provided through an underground conduit from Building 8. The power should be disconnected at Building 8. All recreation equipment should be removed and stored or reused. At that time, the building will be fully decommissioned.

## Butler Correctional Building #25 – Guard Shack



**Size:** 42 gross square feet, 1 floor no basement

**Uses:** Correction Officer's Protection Unit

**Heating:** Electric

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** Underground from Building 2.

**Ventilation:** Natural

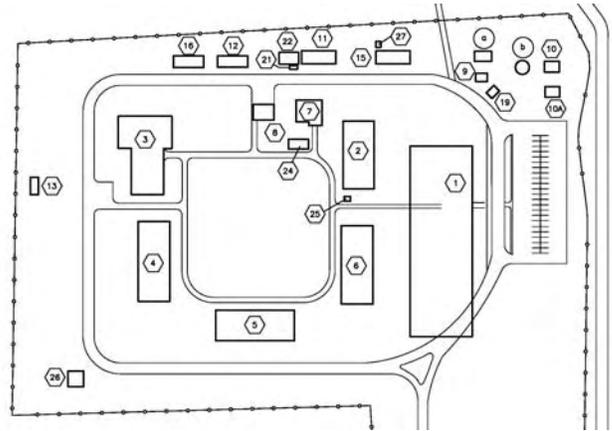
**Fire systems:** None

**Refrigeration:** Window AC unit

### **Closure Activities:**

The building will be fully decommissioned. The electric service should be disconnected at Building 2. The window AC unit should be removed and disposed of in accordance with all applicable regulatory regulations. The building should be secured. As the building is to be fully decommissioned, the phone line should be disconnected and appropriate signage placed on building.

## Butler Correctional Building #26 – Emergency Generator



**Size:** 1,116 gross square feet, 1 floor no with basement

**Uses:**

**Heating:** Electric

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** Emergency Generation for Butler minimum

**Ventilation:** Mechanical

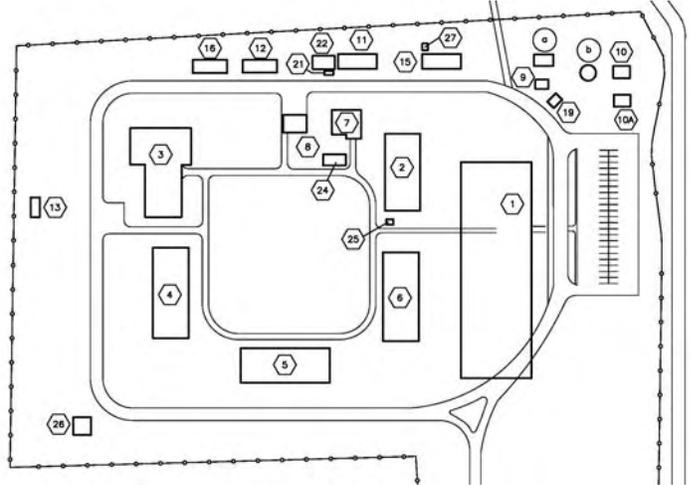
**Fire systems:** Central

**Equipment:** Automatic switchgear/Caterpillar 3412 generator

### **Closure Activities:**

This building is utilized to house the emergency generator and automatic switchgear for the emergency power system. It will remain fully operational.

## Butler Correctional Building #27 - Storage



**Size:** 64 gross square feet, 1 floor no basement

**Uses:** Storage

**Heating:** None

**DHW:** None

**Water:** None

**Sanitary:** None

**Electrical:** None

**Ventilation:** None

**Fire systems:** None

**Equipment:** None

### **Closure Activities:**

This building is utilized for storage and has no services or utilities. The Butler medium facility will continue to utilize this building as part of their recycling program.

# PROCESS FOR DEVELOPING AN ADAPTIVE REUSE PLAN

## Market Based Land Use Decisions

The ability to attract and maintain private-sector investment should be a goal of the reuse plan. The ability to attract private capital to fund all or a major portion of the redevelopment of the facility should be one of the litmus tests when a community considers alternative land use scenarios.

The loss of employment along with the potential loss of government contractors who work at the facility will have a ripple effect through the community that will likely affect other job market sectors, including retail and wholesale trade, construction and the service sector. In addition, the loss of employment and the corresponding tax base may ultimately affect local government employment.

The market analysis for a reuse plan must assess the impact of the loss of employment and the likely economic focus for the community in the future. Communities can use the plan to address any existing shortcomings within the area and attempt to market to these sectors, such as retail, housing, education and vocational/technical facilities, and recreational facilities.

The market trends influencing land use decisions are impacted by a variety of forces. A well thought-out land use plan that capitalizes on all of the physical, locational, and financial attributes of the facility may help offset negative outside market forces. Ultimately, a good reuse plan must be based on the realities in the marketplace.

## **STEPS IN ADAPTIVE REUSE PLANNING PROCESS**

### **1. Assessment**

This first step in adaptive reuse planning is gathering information about the site that has been selected to adaptive reuse. This information must include:

- **Physical characteristics** of the site: soils, slope, geology, depth-to-water table.
- **Environmental characteristics** of the site: chemical contamination of soils, presence of protected areas (e.g. wetlands) or species (is site inhabited by a protected or endangered species or used by such a species at some time of the year?), vegetation, water or air quality issues.
- **Economic development issues** – access to utilities and what type of utilities at what cost, access to highways, opportunities for reuse that relate to the regional, state or national economies.
- **Regulatory status** – local and regional planning and zoning issues, air or water quality issues, restrictions related to site planning (for example: curb cuts) traffic issues.

- **Architectural issues** – what type and size of structure, what type of electrical and plumbing systems in buildings and related supportive infrastructure, heating system, parking and storage facilities, driveways, on-site transportation infrastructure
- **Community expectations and attitude** – What would the community like to see done with the site? What uses might the community object to? What are the capabilities and levels of interest and commitment of local, county regional and state agencies likely to be involved? What are the viewpoints of lobbying organizations that may become involved?
- **Funding assistance** – What programs, foundation funding, bank loans or other financial resources are available to facilitate planning of adaptive reuse and redevelopment of the site and any facilities on the site?

## **2. Exploration and Marketing**

This step is accomplished by preparing a summary of the information gathered in the assessment step; this summary should be attuned to the interests and needs of parties potentially interested in redeveloping the site or simply finding a new use for an existing site and its facilities. More than one summary may be prepared with different selections of assessment information selected in response to the likely interests of varied parties. There is some role for “blue sky” thinking in this step regarding possible reuses of the site. An active and aggressive effort must be made to connect with possible interested parties and to communicate not only the site’s availability but also any community support for reuse. This step includes making the site available for inspection and possible study and analysis by potential reusers. Bridging onto the next step, it may be important for a party interested in encouraging reuse of a site or facility to not just “show” the site, but also to work with and continuously support potential reusers as they attempt to determine whether a re-use proposal is physically, economically and regulatorially feasible.

## **3. Feasibility Analysis**

During this step the primary burden in the adaptive reuse process shifts from the “seller” to the potential new user of the site. Determining whether a proposed reuse project is feasible is the buyer’s responsibility (along with any financial institutions that may be involved. In a community development setting, another with an interest in the physical, economic and regulatory success of the proposed project will be governments and government agencies, especially representatives of the affected communities. Regulatory agencies may have an especially strong interest in the outcome of the project if they have “stretched” their regulatory authority to support and/or approve the proposed project.

Some general steps in the feasibility analysis process may include:

- Discussions with involved regulatory agencies, utilities and others to determine if approval for an imagined future use of the site is possible and under what circumstances
- Hiring or using in-house professional staff to prepare detailed architectural and site plans needed for permit applications and also, later, for contractors or in-house staff to actually construct an adaptive reuse facility and/or site plan
- Analysis of the likely costs for redeveloping and operating a facility or otherwise using the site versus what income can be gained from that projected use (does likely income exceed likely costs and, if not, are other sources of funding or income available?)

#### **4. Implementation**

Implementation usually involves:

- Applying for and hopefully receiving the regulatory permits (zoning, building, subdivision, air or water quality, transportation access and other regulatory permits required to reconstruct a facility or site to serve a new use)
- Obtaining financing and going forward to actually reconstruct a facility or site to enable it to serve a new use
- Operating the new facility in conformance with requirements of all of the permits needed to construct and begin operating it.

Notice of the availability of these facilities for reutilization will be given to the New York State Office of General Services (OGS) and it is anticipated that OGS will coordinate with the New York State Department of Economic Development (DED) and follow the procedures set forth in the Public Lands Law for providing public notice of the availability of these properties for disposition. The short range plan for adaptive reuse is, therefore, to care for and to maintain the facility buildings until such time as the OGS identifies possibilities for reuse.

Both the minimum security compound at Butler Correctional Facility and the Lyon Mountain Correctional Facility were designed and constructed with the proceeds of the sale of bonds by the New York State Urban Development Corporation (UDC), now doing business as Empire State Development Corporation (ESDC). Pursuant to the Prison Construction Act, Chapter 56 of the Laws of 1983, title to each facility was conveyed to the UDC by deed and the facilities were simultaneously leased back to the OGS and subleased to DOCS. The legislation obligates UDC to transfer title to the State without charge once indebtedness on such bonds is discharged. Thus, a plan for reuse must take into account the need to have title cleared to both properties.

## **Minimum Security Compound at Butler Correctional Facility**

Butler Correctional Facility (Butler) is a dual-purpose facility consisting of adjacent “compounds” utilized for the detention of male inmates, sixteen years of age or older, in dormitory-style housing. Butler is located in the Towns of Butler and Wolcott in the County of Wayne. The medium security compound is designed to accommodate 240 individuals and will remain in operation. The minimum security compound consists of eighteen buildings designed to accommodate 288 and will be closed as of January 31, 2010. Upon the closing of the minimum security compound at Butler, there will remain an ongoing medium security state prison in full operation in the same location. Due to the immediate proximity and integration of the compounds, it is impractical to co-locate a compatible use, either by another state entity or a private party. The minimum security compound will be maintained in a ready-state in the event DOCS would need to repopulate it.

## **Lyon Mountain Correctional Facility**

The Lyon Mountain Correctional Facility (Lyon Mountain) is classified as a minimum security correctional facility, and is used as a general confinement facility for males 16 years of age or older, with dormitory-style housing capacity for 161 individuals. Lyon Mountain is located in the Hamlet of Lyon Mountain, Town of Dannemora, County of Clinton and consists of 13 structures located on 27 acres and lies on both the north and south sides of State Route 374. Lyon Mountain offers academic education programs, vocational training, volunteer services, drug treatment programs, and a full array of work and community service crews. An aerial photograph upon which has been transposed the facility boundary lines and a Key Plot Plan are annexed as Exhibit C.

The main structure is situated on eleven acres north of State Route 374 and serves as a facility for housing, dining and recreation. This former elementary school was acquired by deed from the Northern Adirondack Central School District in 1985. Lyon Mountain is located within the Adirondack Park, and prior to development was favorably reviewed by the Adirondack Park Agency pursuant to Sections 814 and 816 of the Adirondack Park Agency Act (APA Act). The proposal to utilize the site for a state prison was determined to be compatible with the Adirondack Park Land Use and Development Plan and the Master Plan for the Management of State Land, pursuant to which the site is classified as “state administrative.” Lyon Mountain is also comprised of 16 acres of land located on the south side of State Route 374, formerly operated as an iron mine and acquired in 1985 from Diamond International Corporation. Title to both properties is held in the name of the UDC.

As reuse planning generally requires a region-wide perspective, numerous interests should be given a full opportunity to participate. Ideally, a steering committee would comprise public sector and private sector membership, with special efforts to ensure that a business perspective is included. Sub-committees can be formed for targeted,

special purposes, e.g. if there are unique aspects to marketing the facilities that require recommendations from outside experts.

Potential participants for a Lyon Mountain Correctional Facility Reuse Steering Committee might include the following elected officials, or their representatives, as well as representatives from the specified Government agencies:

Governor David Paterson - Regional Office  
Senator Elizabeth Little's Office  
Assemblywoman Janet Duprey's Office  
Sen. Charles Schumer's Office  
Senator Kirsten Gillibrand's Office  
Congressman William Owens' Office  
Clinton County Legislature Chair  
Town Of Dannemora  
The Development Corporation  
Plattsburgh-North Country Chamber of Commerce  
Empire State Development - Regional Office  
Adirondack Park Agency  
Lyon Mountain Correctional Facility  
NYS Department of Correctional Services  
NYS Office of General Services  
NYS Department of Labor - Regional Office

## CONCLUSION

Appropriate measures are being taken to minimize the impact of these closures on the state work force and local economies. The various agencies within state government having jurisdiction will take measures to preserve the facilities, once they are closed, and to ascertain appropriate reuse by following the rules for the disposition of surplus state property.

In the near future, DOCS will finalize the closure of the facilities, including the relocation of inmates and DOCS employees as appropriate. DOCS will then formally transmit to OGS a certificate of abandonment of land and structures that constitute Lyon Mountain CF. Consistent with standard practice, DOCS will continue to provide security at the site, until circumstances require other actions. In addition, in the interest of public safety, DOCS will notify the Division of State Police, as well as local police and fire agencies that the site is vacated. DOCS and DED will continue to work with OGS and respond to parties who want to tour these sites or who otherwise express interest.



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Dennis M. Mullen  
Commissioner  
Department of Economic Development



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Brian Fischer  
Commissioner  
Department of Correctional Services

## TABLE OF EXHIBITS

- A. Letter by DOCS Director of Human Resources
- B. Summary of Contacts with Department of Civil Service and Governor's Office of Employee Relations
- C. Lyon Mountain Aerial Photograph and Building Plot Plan
- D. Minimum Security Compound at Butler Aerial Photograph and Building Plot Plan
- E. North Country Community & Regional Resources
- F. Finger Lakes Community & Regional Resources

**Exhibit A**



STATE OF NEW YORK  
DEPARTMENT OF CORRECTIONAL SERVICES  
THE HARRIMAN STATE CAMPUS – BUILDING 2  
1220 WASHINGTON AVENUE  
ALBANY, N.Y. 12226-2050

BRIAN FISCHER  
COMMISSIONER

GAYLE HAPONIK  
DEPUTY COMMISSIONER  
ADMINISTRATIVE SERVICES

June 9, 2010

Mr.

Dear \_\_\_\_\_ :

As you are aware from Commissioner Fischer's memorandum dated January 19, 2010, due to the continuing decline in the inmate population and in fulfillment of his dual responsibility to operate the system in a safe and cost efficient manner and to allocate staff and resources to areas in need, the department will be closing four correctional facilities.

Specifically, two facilities will close as of January 31, 2011: Lyon Mountain Correctional Facility and the minimum security component of Butler Correctional Facility. In addition, as of March 31, 2011, two additional facilities will close: Moriah Shock Incarceration Correctional Facility and Ogdensburg Correctional Facility. As a result, the positions associated with those facilities will be abolished and the affected employees will be experiencing a reduction-in-force in accordance with Civil Service Law Sections 80 and 80a.

Enclosed with this correspondence are several documents, some of which are being provided to you for informational purposes; others, you will be required to take formal action on by a specific date. The following is a list of the enclosed documents, a description of what the document is and what action will be required for you to take:

- Booklet entitled "Information for State Employees Affected by Layoff", published by the New York State Department of Civil Service, which provides you with a general overview of the reduction-in-force process and defines key terms that are utilized during the process.
- An S-295.5 card or "Green Card" (as it is commonly referred to), which is defined in the above-referenced publication. At the present time, this is being provided to you for informational purposes; however, it may become necessary for you to fill out and submit to my office at a later date.
- Booklet entitled "Employee Guide for Agency Reduction Transfer List", published by the New York State Department of Civil Service, which provides you with a general overview of the program, which is designed to help permanent State employees stay employed and avoid layoff.

- An S-295.6 card or “Blue Card” (as it is commonly referred to), which is defined in the above-referenced publication. At the present time, this is being provided to you for informational purposes; however, in the coming month’s additional employee informational meetings will be offered where representatives from the Department of Civil Service, Office of Career Mobility, will provide an overview of the program.
- An “Employee Personnel Information Verification Form”, which provides information regarding your current position, as well as personal information such as your name, social security number, adjusted seniority date, date of original permanent appointment, whether probation has been completed or not, veteran status, blind, home address and phone numbers.

Please review this form carefully to ensure that the information presented on the form is accurate. If there is any inaccurate information or information that needs to be updated, please make the appropriate changes to the form, **sign and date the form, and return it to my office by COB, Wednesday, July 7, 2010.** If the form indicates that you are a veteran or disabled veteran, we have already verified this by obtaining a copy of your DD-214. If the form indicates that you are a non-veteran and you are changing it to indicate that you are a veteran, you must provide us with a copy of your DD-214. Also, please refer to the bottom of the page for the definition of your Date of Original Permanent Appointment and Adjusted Seniority Date or by referencing the booklet entitled “Information for State Employees Affected by Layoff” for the definition.

**NOTE: Failure to submit the signed “Employee Personnel Information Verification Form” to my office by COB, Wednesday, July 7, 2010, will signify your agreement of its content.**

- A “Location Preference Sheet” which is a listing of each correctional facility and central office, broken down by HUB. At the present time, this is being provided to you for informational purposes; however, as the closure date draws near, under separate correspondence, I will request you to rank each location, in preference order, with number 1 being most desirable and number X as least desirable, where you would accept horizontal reassignment, and return the signed, completed form to my office by a date certain. Once all discretionary movement is ceased, the “Location Preference Sheet” will be utilized in placing staff affected by the closures.

While the ranking of acceptable locations is a personal decision only you can make based on your individual situation, I strongly recommend that, when the time comes, you rank as many locations as possible, if not all locations. If you decide to rank a limited number of locations as acceptable, it may result in a loss of employment. For example, if employee X works at Lyon Mountain Correctional Facility and only indicates Clinton Correctional Facility as an acceptable location, if there are no vacant positions in that specific title at Clinton, the current employee working in that title at Clinton is not temporary, provisional, the least senior person in that title in the county (**civilian only**) or the least senior person in that title statewide, you will cease employment and may have preferred list rights.

During the course of the next 12 months, it will become necessary to process discretionary movement at various locations around the state prior to your placement via the reduction-in-force process. As such, I strongly suggest that you avail yourself of the applicable negotiated reassignment systems that are currently in place.

In the coming weeks a member of my staff and I will be coming to each of the affected facilities to hold informational meetings regarding the reduction-in-force process. Any questions that arise prior to the date of this meeting may be submitted to me, through your facility superintendent, to ensure that the question is answered during my presentation.

Please return all required documents to my office at: New York State Department of Correctional Services, The Harriman State Campus, Building #2, Room #101, 1220 Washington Avenue, Albany, New York 12226-2050.

If you have any questions throughout this process, please feel free to contact my office at (518) 457-9887.

Sincerely,

Daniel F. Martuscello III  
Director of Human Resources

Enclosures

**Exhibit B**

**SUMMARY OF CONTACTS WITH THE  
NEW YORK STATE DEPARTMENT OF CIVIL SERVICE  
&  
GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS  
AS IT PERTAINS TO THE LYON MT. CF &  
BUTLER MINIMUM SECURITY COMPOUND CLOSURE**

- 1/2010      The Director of Human Resources notified the Chief Staffing Representative at the New York State Department of Civil Service (DCS), whom oversees DOCS, of the closure of Lyon Mountain Correctional Facility and Butler Minimum Security Compound as of January 31, 2011.
- 1/2010      The Director of Human Resources notified the DCS, Director of the Career Mobility Office (CMO) of the closure of Lyon Mountain Correctional Facility and Butler Minimum Security Compound as of January 31, 2011.
- 1/2010      The Director of Human Resources notified the Deputy Director at the New York State Governor's Office of Employee Relations (GOER) of the closure of Lyon Mountain Correctional Facility and Butler Minimum Security Compound as of January 31, 2011.
- 3/2010      The Director of Human Resources consulted with the DCS, Director of CMO regarding a plan to offer the Agency Reduction Transfer List program to affected staff.
- 6/2010      The Director of Human Resources and consulted with DCS, Director of CMO regarding having representatives of CMO conduct employee informational meetings at Lyon Mountain Correctional Facility and Butler Minimum Security Compound sometime in September 2010.

# Exhibit C



Property line call is for "along said shoreline" of La Mare pond in 1938. Property line shown is approximate location of pond. Currently the pond is partially filled in & is covered with reeds, grass, etc., except for an area near the outlet.

Lyon Mountain CF  
Total: 15.89 +/- Acres

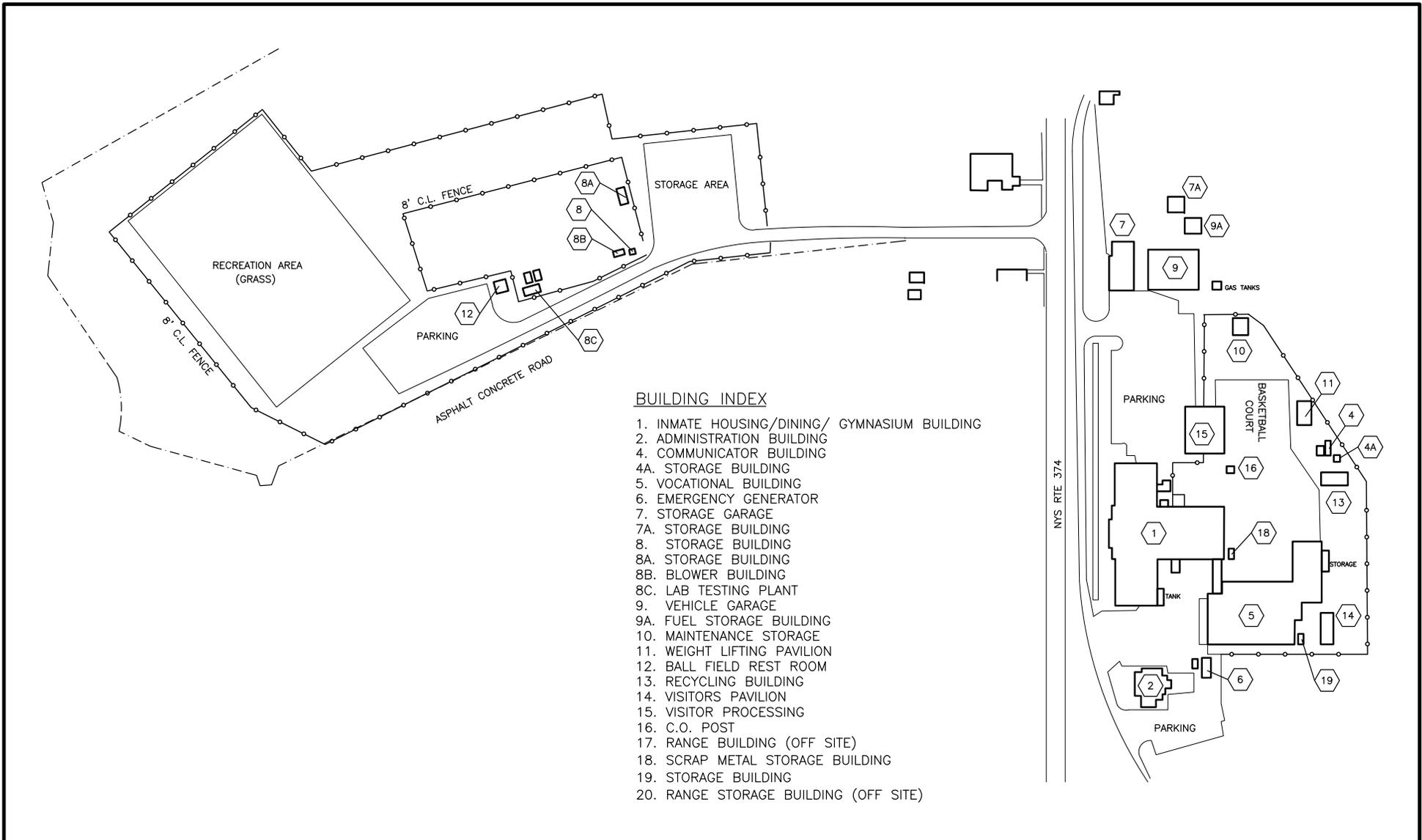
Lyon Mountain CF  
Total: 12 +/- Acres

JULY 13, 2010

LYON MOUNTAIN C.F.

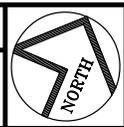
SCALE: 1" = 5000'

8.5x11 PLOT SHEET



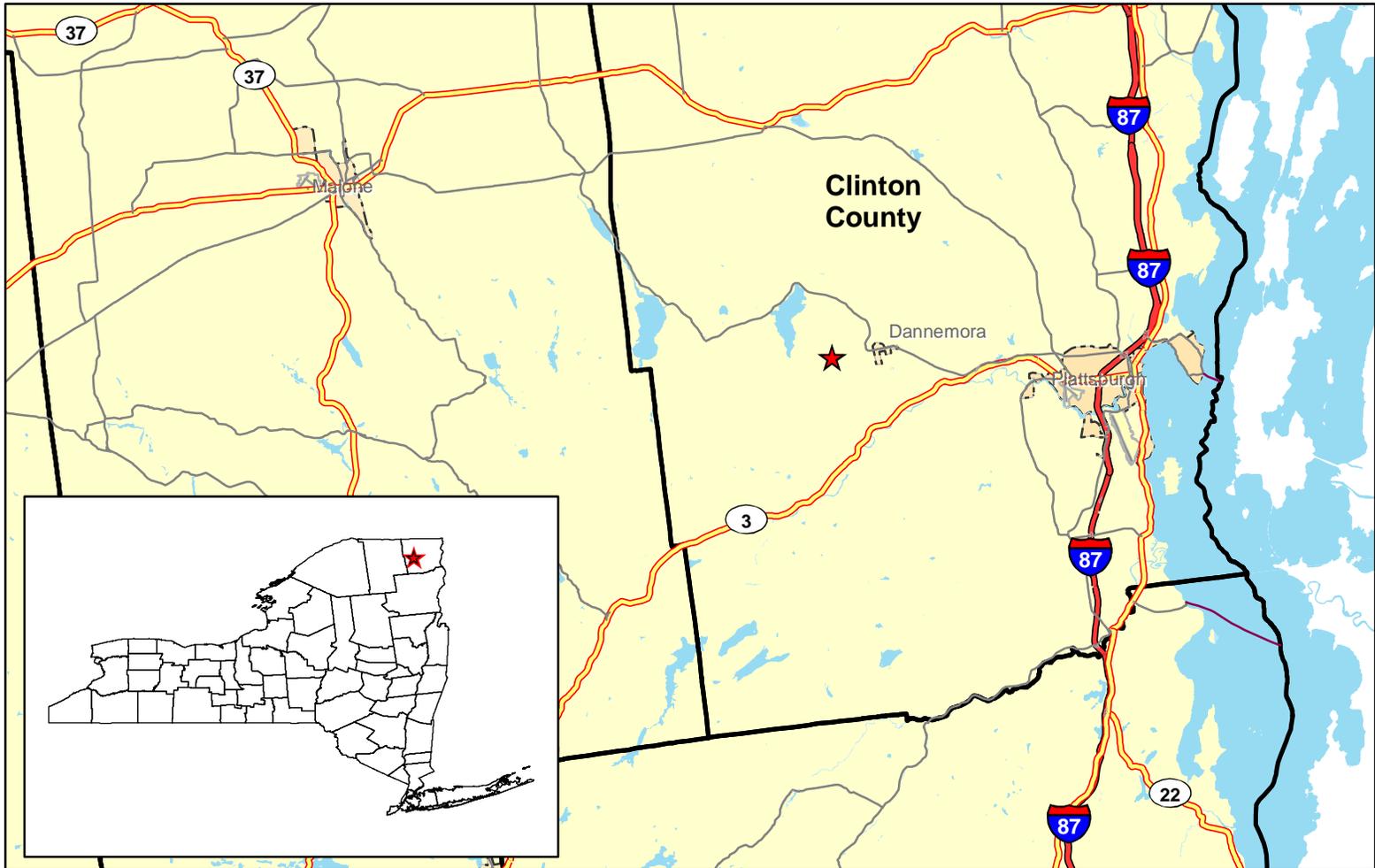
STATE OF NEW YORK EXECUTIVE DEPARTMENT  
 OFFICE OF GENERAL SERVICES  
 DESIGN AND CONSTRUCTION

250 0 250  
 SCALE IN FEET

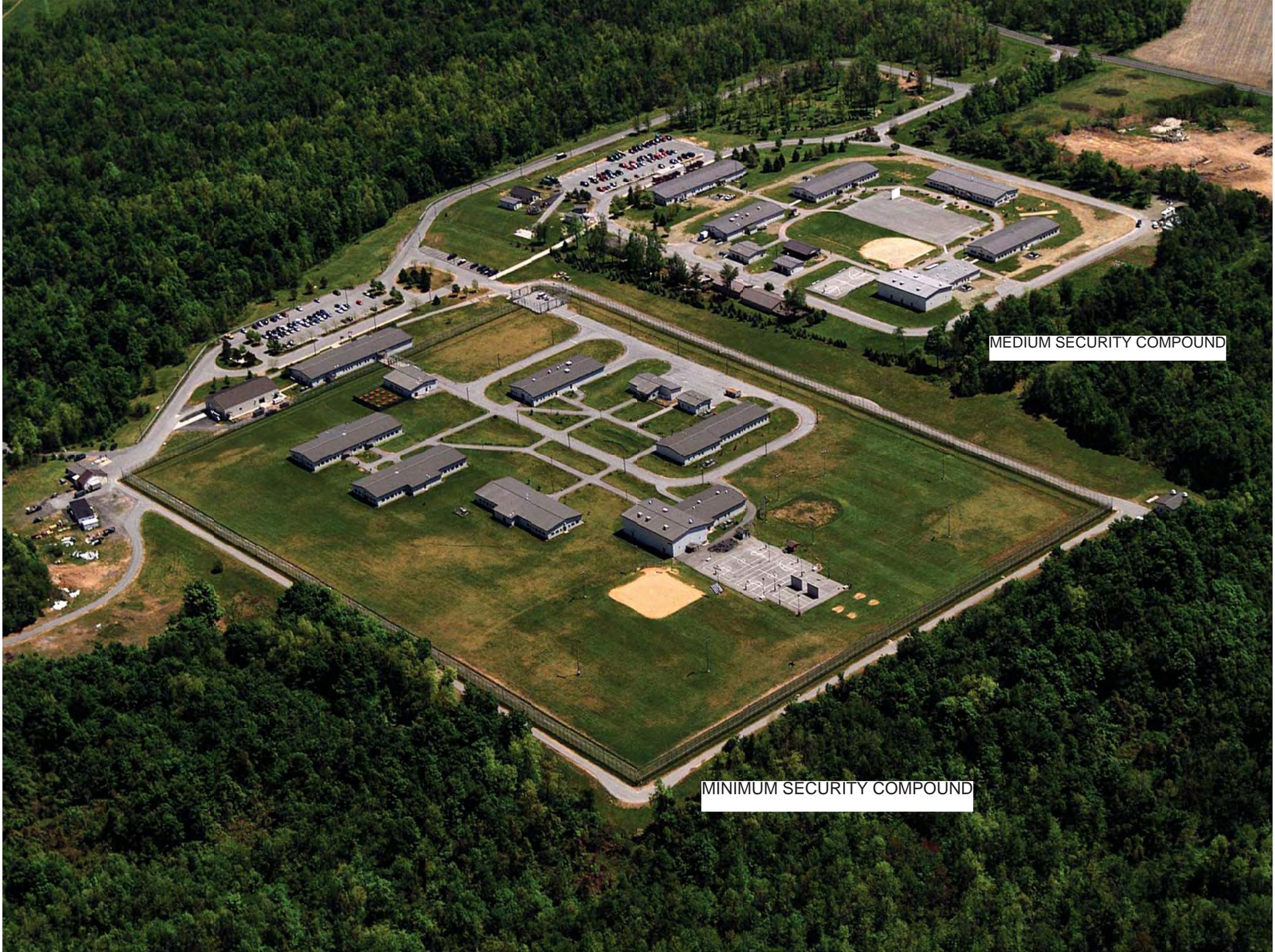


DEPARTMENT OF CORRECTIONAL SERVICES  
 LYON MOUNTAIN CORRECTIONAL FACILITY  
 LYON MOUNTAIN, NEW YORK (Clinton County)

KEY PLOT PLAN	
REVISION DATE	P-47
7/12/10	



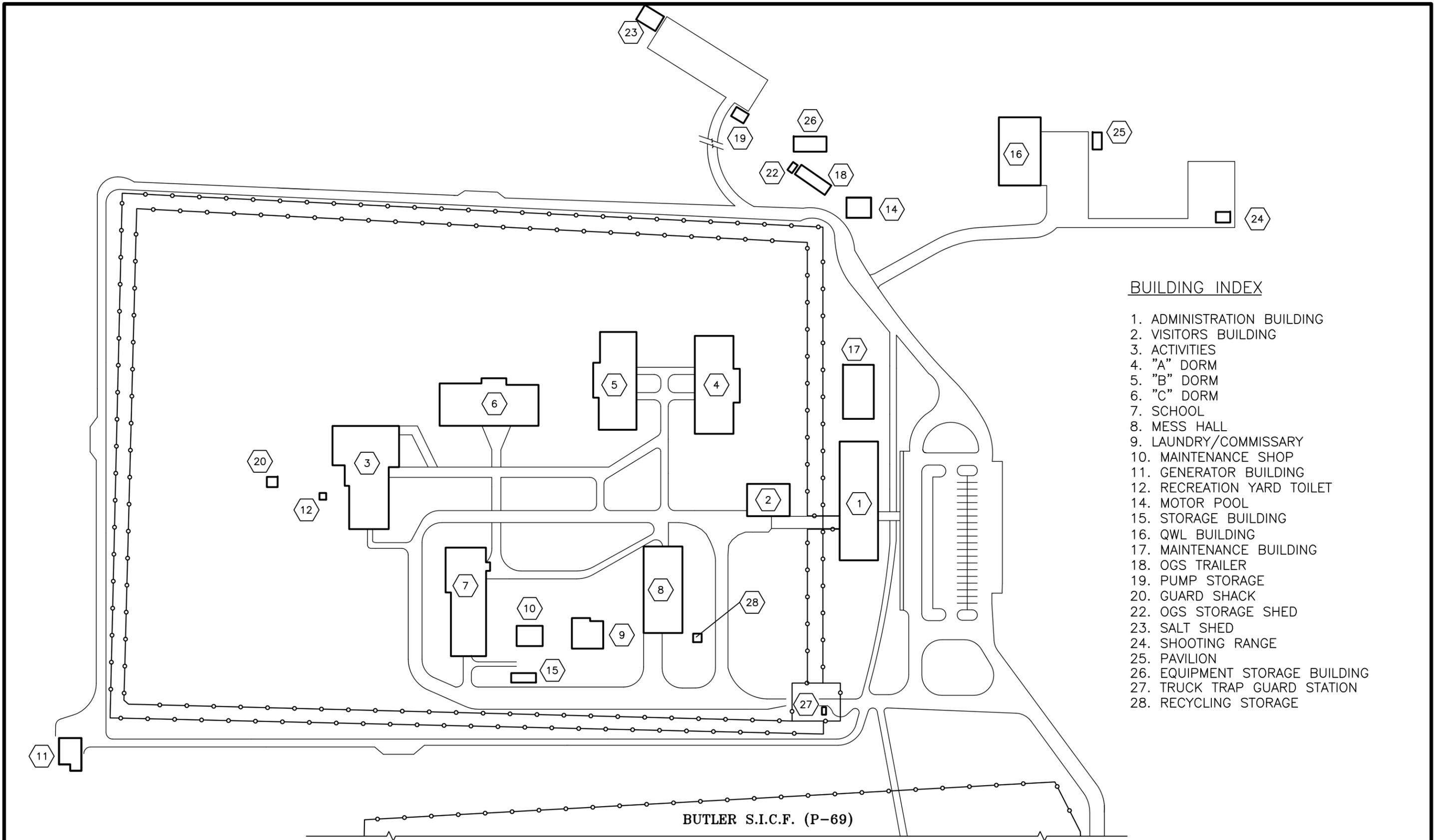
**Exhibit D**



MEDIUM SECURITY COMPOUND

MINIMUM SECURITY COMPOUND

**Looking SE to Butler Correctional Facility**



**BUILDING INDEX**

- 1. ADMINISTRATION BUILDING
- 2. VISITORS BUILDING
- 3. ACTIVITIES
- 4. "A" DORM
- 5. "B" DORM
- 6. "C" DORM
- 7. SCHOOL
- 8. MESS HALL
- 9. LAUNDRY/COMMISSARY
- 10. MAINTENANCE SHOP
- 11. GENERATOR BUILDING
- 12. RECREATION YARD TOILET
- 14. MOTOR POOL
- 15. STORAGE BUILDING
- 16. QWL BUILDING
- 17. MAINTENANCE BUILDING
- 18. OGS TRAILER
- 19. PUMP STORAGE
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- 22. OGS STORAGE SHED
- 23. SALT SHED
- 24. SHOOTING RANGE
- 25. PAVILION
- 26. EQUIPMENT STORAGE BUILDING
- 27. TRUCK TRAP GUARD STATION
- 28. RECYCLING STORAGE

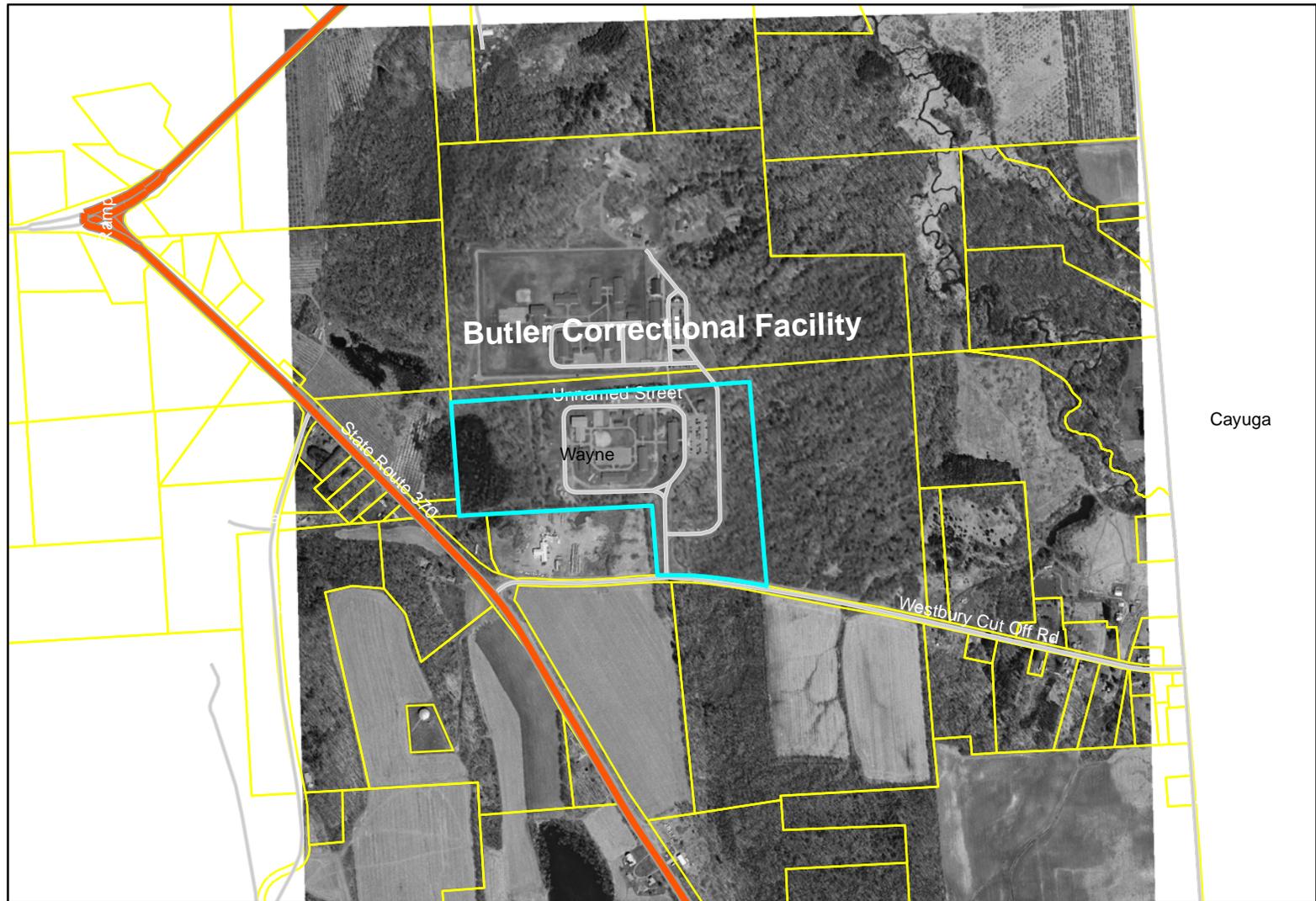
STATE OF NEW YORK EXECUTIVE DEPARTMENT  
 OFFICE OF GENERAL SERVICES  
 DESIGN AND CONSTRUCTION

SCALE IN FEET



DEPARTMENT OF CORRECTIONAL SERVICES  
**BUTLER A.S.A.C.T. CENTER**  
 RED CREEK, NEW YORK (Wayne County)

<b>KEY PLOT PLAN</b>	
REVISION DATE	<b>P-76</b>
7/14/10	



**Exhibits**

## North Country Community and Regional Resources

The North Country Region, the largest of New York's economic regions in land area and the smallest in population, could almost be a state unto itself. With spectacular mountain peaks and fertile valleys, it is a place of extraordinary beauty, as well as a corridor for American-Canadian commerce.

### Location

The six-county North Country Region is bordered by Lake Ontario on the west, Vermont and Lake Champlain to the east, the heart of the Adirondack mountains to the south, and the St. Lawrence Seaway and Canadian provinces of Quebec and Ontario to the north.

### Area

9,776 square miles

### Weather

Mean Daily Temperature:

January 14.5° F

July 69.0° F

### Workforce

Labor Force (2009)	197,100
Unemployment (2009)	9.1%
Households (2006-2008)	162,604
Total Personal Income (2008)	\$13.7 billion
Per Capita Income (2008)	\$32,107
Median Home Sales Price (May 2010) (Clinton County):	\$125,380
(Jefferson County):	\$140,950

### Business and Industry

	2000	2007	Change	% Change
Total Non-Agricultural Jobs	103,397	111,363	7,966	7.7
Construction	4,866	5,389	523	10.7
Manufacturing	16,685	11,964	-4,721	-28.3
Trade, Trans. & Utilities	26,375	30,021	3,646	13.8
Information	2,259	668	-1,591	-70.4
Financial Activity	3,981	3,952	-29	-0.7
Profess. And Business Serv.	5,670	7,833	2,163	38.1
Educ. and Health Serv.	24,094	27,529	3,435	14.3
Leisure and Hospitality	12,384	13,562	1,178	9.5
Other	7,144	5,175	-1,969	-27.6
Employer Establishments	9,153	9,572	419	4.6
Average Wages	\$24,843	\$29,570	\$4,727	19.0
Non-Employer Businesses	19,398	22,967	3,569	18.4

## Small Business - 2005

Number of Small Businesses	9,508
% of Region's Businesses	98.7
% of State's Businesses	1.7
Workers in Small Businesses	74,371
% of Region's Workers	70.3
% of State's Workers	1.9

## Top 10 Foreign Owned Companies

Company	Country
BOMBARDIER MASS TRANSIT CORP.	CANADA
CAR-FRESHNER CORP.	SWITZERLAND
CHARTWELLS DINING SERVICES	ENGLAND
COVIDIEN INC.	IRELAND
H S B C BANK (USA)	ENGLAND
HANNAFORD BROS. CO.	BELGIUM
INTRAPAC PLATTSBURGH INC.	CANADA
KNORR BRAKE HOLDING CORP.	GERMANY
NATIONAL GRID USA	ENGLAND
NEW YORK AIR BRAKE CORP.	GERMANY

## Municipal Populations

	April 1, 2000	July 1, 2009	Change	% Change
<b>North Country Region</b>	420,492	429,092	3,221	0.8
<b>Clinton County</b>	79,894	81,618	1,724	2.2
Plattsburgh city	18,816	19,380	564	3.0
Plattsburgh town	11,190	11,708	518	4.6
<b>Essex County</b>	38,851	37,686	-1,165	-3.0
North Elba town	8,661	8,810	149	1.7
Lake Placid village	2,638	2,722	84	3.2
<b>Franklin County</b>	51,134	50,274	-860	-1.7
Malone town	14,981	14,691	-290	-1.9
Tupper Lake town	6,137	5,887	-250	-4.1
<b>Hamilton County</b>	5,379	4,923	-456	-8.5
Indian Lake Town	1,471	1,388	-83	-5.6
<b>Jefferson County</b>	111,738	118,719	6,981	6.2
Le Ray town	19,836	21,347	1,511	7.6
Watertown city	26,705	27,489	784	2.9
<b>Lewis County</b>	26,944	26,157	-787	-2.9
Lowville town	4,548	4,312	-231	-5.1
<b>St. Lawrence County</b>	111,931	109,715	-2,216	-2.0
Massena village	11,209	10,471	-738	-6.6
Ogdensburg city	12,364	11,056	-1,308	-10.6
Canton town	10,334	10,445	111	1.1
Potsdam town	15,957	16,300	343	2.1

### Population by Age (2006 to 2008)

	Region	NYS	US
Total Population	429,092	19,541,453	307,006,550
Under 18	90,335	4,424,083	74,548,215
% of Total	21.1	22.6	24.3
18 to 24	55,745	1,923,887	30,412,035
% of Total	13.0	9.8	9.9
25 to 34	54,198	2,649,054	41,566,322
% of Total	12.6	13.6	13.5
35 to 44	54,872	2,702,544	41,529,956
% of Total	12.8	13.8	13.5
49 to 54	64,400	2,943,158	44,592,483
% of Total	15.0	15.1	14.5
55 to 64	51,406	2,278,972	34,786,949
% of Total	12.0	11.7	11.3
65 and over	58,136	2,619,755	39,570,590
% of Total	13.5	13.4	12.9

### Educational Attainment (2006 to 2008)

	Region	NYS	US
Population 25 years and over	279,853	12,998,952	197,794,576
Less than high school graduate	39,490	2,070,205	30,604,174
% of Total	14.1	15.9	15.5
High School graduate	108,279	3,764,533	58,488,235
% of Total	38.7	29.0	29.6
Some College	48,326	2,007,525	39,756,516
% of Total	17.3	15.4	20.1
Associate degree	29,355	1,047,040	14,723,709
% of Total	10.5	8.1	7.4
Bachelors degree	30,364	2,347,591	34,295,753
% of Total	10.8	18.1	17.3
Graduate degree	22,018	1,595,840	17,688,464
% of Total	7.9	12.3	8.9
Doctorate degree	2,021	166,218	2,237,725
% of Total	0.7	1.3	1.1

### In-Migration, Top 10 Origins – 2000 to 2008

<b>Inter-Regional Moves</b>	
Onondaga County, NY	2,719
Oneida County, NY	1,838
Honolulu County, HI	1,641
Oswego County, NY	1,475
Monroe County, NY	1,296
Saratoga County, NY	1,173
Cumberland County, NC	1,110
Warren County, NY	1,065
Albany County, NY	983
Chittenden County, VT	853

### Out-Migration, Top 10 Destinations – 2000 to 2008

<b>Inter-Regional Moves</b>	
Onondaga County, NY	3,438
Oneida County, NY	2,092
Oswego County, NY	1,815
Saratoga County, NY	1,713
Honolulu County, HI	1,578
Monroe County, NY	1,568
Albany County, NY	1,438
Cumberland County, NC	1,364
Warren County, NY	1,190
El Paso County, TX	1,108

### Housing (2006 to 2008)

Housing Built in:	Region	NYS	US
Year Structure Built Total	207,315	7,943,321	127,762,925
2005 or Later	2,578	83,458	3,803,406
% of Total	1.2	1.1	3.0
2000 to 2004	8,043	268,610	10,988,172
% of Total	3.9	3.4	8.6
1990 to 1999	25,090	474,516	18,075,830
% of Total	12.1	6.0	14.1
1980 to 1989	29,158	599,939	18,331,452
% of Total	14.1	7.6	14.3
1970 to 1979	24,746	811,780	21,261,171
% of Total	11.9	10.2	16.6
1960 to 1969	15,488	988,410	14,745,292
% of Total	7.5	12.4	11.5
1950 to 1959	16,771	1,227,227	14,626,965
% of Total	8.1	15.4	11.4
1940 to 1949	11,112	742,697	7,529,057
% of Total	5.4	9.3	5.9
1939 or earlier	74,329	2,746,684	18,401,580
% of Total	35.9	34.6	14.4

Single/Multi-Family Dwellings	Region	NYS	US
Units in Structure Total	207,315	7,943,321	127,762,925
1-unit, detached	137,153	3,321,501	78,776,659
% of Total	66.2	41.8	61.7
1-unit, attached	3,451	386,686	7,272,712
% of Total	1.7	4.9	5.7
2 units	11,967	890,504	5,074,172
% of Total	5.8	11.2	4.0
3 to 4	12,132	574,988	5,763,091
% of Total	5.9	7.2	4.5
5 to 9	7,214	421,235	6,223,177
% of Total	3.5	5.3	4.9
10 to 19	3,428	326,010	5,740,546
% of Total	1.7	4.1	4.5
20 or more Units	5,046	1,818,552	10,155,489
% of Total	2.4	22.9	7.9
Mobile home,boat,RV,etc.	26,924	203,845	8,757,079
% of Total	13.0	2.6	6.9

### Local Utilities

National Grid Offers negotiated flexible electric rates for many types of new businesses, negotiable gas transportation rates and fixed rate gas discounts.

New York State Electric & Gas Corp. Offers negotiated flexible electric and fixed rate electric discounts for many types of new businesses and negotiable firm gas transportation service.

### Market Access

The region's proximity to major Canadian population centers makes it a highly desirable location for companies serving the North American market and for Canadian companies wishing to establish a branch operation in the U.S. Two key Canadian markets, Montreal and Ottawa, are within an hour's drive.

### Industries

The North Country Region's economy is based primarily on the development of its abundant natural resources, including vast stretches of timber and valuable mineral deposits like zinc, talc and dolomite. Three industries - dairy, paper manufacturing and pharmaceuticals - account for nearly half of all the manufacturing jobs in the region. Other major industries include wood products, aluminum products, apparel manufacturing, and plastics.

Many U.S. retailers have radically altered the way they deliver post-purchase customer service with call centers. The North Country has the perfect resources for this industry development, with a readily available labor pool consisting of dependable individuals, competitive labor costs, an up-to-date telecommunications infrastructure that can accommodate large amounts of both voice and data transmissions, and low property costs. The work ethic and productivity rates are proven to be superior in this area.

The North Country has a great track record for success in the transportation products industry. World-class companies, such as Bombardier, New York Air Brake, and Pratt & Whitney have made their homes in this resource rich region.

Tourism plays a central role in the region's economy, and is a major employer. The Thousand Islands, Lake Champlain, Olympic venues at Lake Placid, and the Adirondack Park are destinations for thousands of visitors each year.

### **Selected Employers**

ACCO, Ogdensburg  
ALCOA, Massena  
Bombardier, Plattsburgh  
Coolbrands, North Lawrence  
Corning, Canton  
Georgia Pacific, Plattsburgh  
International Paper, Ticonderoga  
Kraft Foods, Inc., Lowville  
New York Air Brake, Watertown  
Otis Technology, Lyons Falls  
Pratt & Whitney of Canada, Plattsburgh  
Wyeth, Rouses Point

### **Transportation**

**Highways:** Two major interstate highways provide access. The eastern part of the region is served by the scenic Adirondack Northway, I-87, which connects Albany and the New York State Thruway with Canada. I-81 passes through the western part of the region, connecting it with Syracuse and the New York State Thruway to the south, and with Highway 401 and major population and industrial centers to the north in Canada.

**Air Service:** Passenger service is provided at airports in Watertown, Ogdensburg, Plattsburgh, Massena and Saranac Lake.

**Rail Service:** Commercial rail service is provided by CSX and Canadian Pacific. Amtrak operates passenger service on the eastern portion of the region from Montreal south to New York City.

**Bus Service:** Regular service is provided by Greyhound Bus Lines and Adirondack Trailways in several communities throughout the region.

**Port Facilities:** Many North Country businesses use the nearby Port of Montreal, the second-largest inland port in North America. The I-87 Trade Corridor provides easy access to the ports of New York City, Albany, and Montreal. The Port of Ogdensburg provides deep-water port facilities for ocean-going vessels via the St. Lawrence Seaway. The Champlain Canal, part of the New York State Canal System, connects Lake Champlain and Montreal with the Hudson River and New York City, and serves recreational boaters.

### **Education**

Nine colleges and universities enroll more than 28,000 students, including five four-year and three two-year colleges and universities. Clarkson University is home to the state's Center for Advanced Technology in Advanced Materials Processing.

## Major College and University Enrollments

Clarkson University, Potsdam	3,187
Paul Smith's College of Arts and Sciences	915
St. Lawrence University, Canton	2,401
SUNY College of Technology at Canton	3,320
SUNY College at Potsdam	4,299
SUNY College at Plattsburgh	6,453

## Health Care

Adirondack Medical Center-Lake Placid Site  
Adirondack Medical Center-Saranac Lake Site  
Alice Hyde Medical Center, Malone  
Canton-Potsdam Hospital, Potsdam  
Carthage Area Hospital, Inc., Carthage  
Claxton-Hepburn Medical Center, Ogdensburg  
Clinton-Fine Hospital, Star Lake  
Edward John Noble Hospital of Gouverneur, Gouverneur  
Elizabethtown Community Hospital, Elizabethtown  
Lewis Cunty General Hospital, Lowville  
Massena Memorial Hospital, Massena  
Moses-Ludington Hospital, Ticonderoga  
River Hospital, Alexandria Bay  
Samaritan Medical Center, Watertown

## Quality of Life

The North Country Region is an area of dazzling natural beauty. Natural attractions include the Thousand Islands in the St. Lawrence River, Ausable Chasm, the Adirondack Park and its 46 High Peaks, and Lake Champlain. The Adirondack Park Interpretive Centers, in Newcomb and Paul Smiths, offer visitors a unique opportunity for environmental education and traveler orientation. The region is a four-season outdoor vacationland, with world-class downhill and cross country skiing, challenging hiking and backpacking, canoeing, kayaking, whitewater rafting, fishing and golf. Lake Placid, site of the 1932 and 1980 Winter Olympics, is a major four-season resort area. The Crane School of Music in Potsdam; the Remington Art Museum in Ogdensburg; the Natural History Museum in Tupper Lake; and Fort Ticonderoga in Ticonderoga, are some of the region's unique cultural offerings.

**Exhibit F**

## Finger Lakes Community and Regional Resources

The Finger Lakes Region is world renowned for its beauty and fine wines. Equally important, it is a center for advanced manufacturing, optics and imaging, food processing/agribusiness, and is establishing itself as a national and world leader in the development of alternative energy/fuels.

### Location

The Finger Lakes Region consists of nine counties spreading from the fertile farmland on the Lake Ontario border to the north, to the low, rolling hills of the south, carved by 11 slender bodies of water that gave the region its name.

### Area

4,692 square miles

### Weather

Mean Daily Temperature:

January 24.0° F

July 71.2° F

### Workforce

Labor Force (2009)	619,200
Unemployment Rate (2009)	7.9%
Households (2006-2008)	457,936
Total Personal Income (2008)	\$44.8 billion
Per Capita Income (2008)	\$39,004
Median Home Sales Price (May 2010) (Monroe County):	\$129,900

### Business and Industry

	2000	2007	Change	% Change
Total Non-Agricultural Jobs	482,161	474,553	-7,608	-1.6
Construction	18,876	17,370	-1,506	-8.0
Manufacturing	97,078	75,820	-21,258	-21.9
Trade, Trans. & Utilities	99,453	96,075	-3,378	-3.4
Information	15,048	15,521	473	3.1
Financial Activity	23,260	23,079	-181	-0.8
Profess. And Business Serv.	72,176	72,410	234	0.3
Educ. and Health Serv.	91,419	109,801	18,382	20.1
Leisure and Hospitality	39,330	45,215	5,885	15.0
Other	25,357	17,135	-8,222	-32.4
Employer Establishments	26,290	27,190	900	3.4
Average Wages	\$33,441	\$36,911	3,470	10.4
Non-Employer Businesses	61,782	70,404	8,622	14.0

## Small Business - 2005

Number of Small Businesses	26,907
% of Region's Businesses	97.7
% of State's Businesses	4.7
Workers in Small Businesses	239,340
% of Region's Workers	54.0
% of State's Workers	6.2

## Top 10 Foreign Owned Companies

Company	Country
ALSTOM SIGNALING INC.	FRANCE
ASSOCIATED BRANDS INC.	CANADA
BOSCH SECURITY SYSTEMS INC.	GERMANY
FIRST STUDENT INC.	CANADA
GETINGE USA INC.	SWEDEN
H S B C BANK (USA)	ENGLAND
HANSON AGGREGATES NY INC.	IRELAND
HURLEY CORPORATION OF AMERICA	CANADA
NATIONAL GRID	ENGLAND
SCHLEGEL SYSTEMS INC.	LUXEMBOURG

## Municipal Populations

	April 1, 2000	July 1, 2009	Change	% Change
<b>Finger Lakes Region</b>	1,199,588	1,193,363	-6,225	-0.5
<b>Genesee County</b>	60,370	57,868	-2,502	-4.1
Batavia city	16,256	15,144	-1,112	-6.8
<b>Livingston County</b>	64,328	62,871	-1,457	-2.3
<b>Monroe County</b>	735,343	733,703	-1,640	-0.2
Rochester city	219,773	207,294	-12,479	-5.7
<b>Ontario County</b>	100,224	105,650	5,426	5.4
Geneva city (pt.)	13,617	13,267	-350	-2.6
<b>Orleans County</b>	44,171	42,051	-2,120	-4.8
<b>Seneca County</b>	33,342	34,049	707	2.1
<b>Wayne County</b>	93,765	91,291	-2,474	-2.6
<b>Wyoming County</b>	43,424	41,398	-2,026	-4.7
<b>Yates County</b>	24,621	24,482	-139	-0.6

### Population by Age (2006 to 2008)

	Region	NYS	US
Total Population	1,193,363	19,541,453	307,006,550
Under 18	265,861	4,424,083	74,548,215
% of Total	22.3	22.6	24.3
18 to 24	132,889	1,923,887	30,412,035
% of Total	11.1	9.8	9.9
25 to 34	131,841	2,649,054	41,566,322
% of Total	11.0	13.6	13.5
35 to 44	154,888	2,702,544	41,529,956
% of Total	13.0	13.8	13.5
49 to 54	189,764	2,943,158	44,592,483
% of Total	15.9	15.1	14.5
55 to 64	148,975	2,278,972	34,786,949
% of Total	12.5	11.7	11.3
65 and over	169,145	2,619,755	39,570,590
% of Total	14.2	13.4	12.9

### Educational Attainment (2006 to 2008)

	Region	NYS	US
Total Population 25 years and over	788,774	12,998,952	197,794,576
Less than high school graduate	97,073	2,070,205	30,604,174
% of Total	12.3	15.9	15.5
High School graduate	238,085	3,764,533	58,488,235
% of Total	30.2	29.0	29.6
Some College	137,130	2,007,525	39,756,516
% of Total	17.4	15.4	20.1
Associate degree	87,762	1,047,040	14,723,709
% of Total	11.1	8.1	7.4
Bachelors degree	132,568	2,347,591	34,295,753
% of Total	16.8	18.1	17.3
Graduate degree	87,601	1,595,840	17,688,464
% of Total	11.1	12.3	8.9
Doctorate degree	8,555	166,218	2,237,725
% of Total	1.1	1.3	1.1

### In-Migration, Top 10 Origins – 2000 to 2008

<b>Inter-Regional Moves</b>	
Erie County, NY	13,032
Steuben County, NY	5,213
Onondaga County, NY	4,738
Niagara County, NY	3,330
Cayuga County, NY	2,549
Allegany County, NY	1,886
Cattaraugus County, NY	1,868
Tompkins County, NY	1,686
Kings County, NY	1,435
New York County, NY	1,361

### Out-Migration, Top 10 Destinations – 2000 to 2008

<b>Inter-Regional Moves</b>	
Erie County, NY	12,902
Steuben County, NY	4,967
Onondaga County, NY	4,286
Niagara County, NY	3,252
Cayuga County, NY	2,291
Maricopa County, AZ	2,259
Mecklenburg County, NC	2,119
Allegany County, NY	1,857
New York County, NY	1,819
Hillsborough County, FL	1,724

### Housing (2006 to 2008)

Housing Built in:	Region	NYS	US
<b>Year Structure Built Total</b>	<b>510,548</b>	<b>7,943,321</b>	<b>127,762,925</b>
2005 or Later	6,760	83,458	3,803,406
% of Total	1.3	1.1	3.0
2000 to 2004	21,809	268,610	10,988,172
% of Total	4.3	3.4	8.6
1990 to 1999	46,807	474,516	18,075,830
% of Total	9.2	6.0	14.1
1980 to 1989	52,837	599,939	18,331,452
% of Total	10.3	7.6	14.3
1970 to 1979	67,850	811,780	21,261,171
% of Total	13.3	10.2	16.6
1960 to 1969	64,094	988,410	14,745,292
% of Total	12.6	12.4	11.5
1950 to 1959	57,233	1,227,227	14,626,965
% of Total	11.2	15.4	11.4
1940 to 1949	27,056	742,697	7,529,057
% of Total	5.3	9.3	5.9
1939 or earlier	166,102	2,746,684	18,401,580
% of Total	32.5	34.6	14.4

Single/Multi-Family Dwellings	Region	NYS	US
Units in Structure Total Units	510,548	7,943,321	127,762,925
1, detached	338,823	3,321,501	78,776,659
% of total	66.4	41.8	61.7
1, attached	18,460	386,686	7,272,712
% of total	3.6	4.9	5.7
2	37,510	890,504	5,074,172
% of total	7.3	11.2	4.0
3 or 4	31,138	574,988	5,763,091
% of total	6.1	7.2	4.5
5 to 9	30,180	421,235	6,223,177
% of total	5.9	5.3	4.9
10 to 19	10,964	326,010	5,740,546
% of total	2.1	4.1	4.5
20 or more units	22,688	1,818,552	10,155,489
% of total	4.4	22.9	7.9
Mobile home, boat, RV, etc.	20,785	203,845	8,757,079
% of total	4.1	2.6	6.9

### Local Utilities

Rochester Gas and Electric  
New York State Electric & Gas  
National Grid (Electric) & National Fuel (Gas)

Regional utility companies offer a variety of rate programs to their customers. A few have the ability to offer negotiated rates to existing businesses. They also have the ability to negotiate rates designed to attract new businesses into the region. And some of the electric and gas utility companies offer non-rate programs that provide assistance with the cost of energy infrastructure investments.

### Market Access

The area's excellent transportation systems, highly educated workforce and international presence in high technology have helped make Rochester a leading export city. The Finger Lakes Region's central location in New York State places it in close proximity to 10 of the largest cities in North America.

### Industries

Manufacturing is the largest source of employment in the region, accounting for about one out of every four non-farm jobs, and embracing about 1,590 establishments. The production of photographic equipment and supplies is a major industry, largely represented by the Eastman Kodak Company and Xerox Corp., but supported by numerous other smaller companies. There is also significant employment in the manufacture of transportation equipment, biomedical instruments and metal fabrication.

The Rochester/Finger Lakes Region is a world center for advanced optics and imaging industries, employing more than 34,000 workers in about 344 companies large and small, from Fortune 500 companies like Eastman Kodak to small firms exploring niche technologies.

The agricultural sector is noted for its apples, cherries, grapes and wine, and the large volume of locally grown produce supports one of the state's largest food processing industries.

### **Selected Employers**

ADT Security Systems  
Bausch & Lomb  
Constellation Brands  
CooperVision  
Eastman Kodak Company  
Frontier Corporation  
Guardian Industries  
Hickey-Freeman Co.  
High Falls Brewing Company  
ITT Industries  
Kraft General Foods  
Wegmans Food Markets  
Xerox Corp.

### **Transportation**

**Highways:** The New York State Thruway (I-90) provides the major east-west access, and I-390 is the primary route to the south.

**Air Service:** The Greater Rochester International Airport provides direct and connecting flights to domestic and international destinations for about 2.5 million passengers annually.

**Rail Service:** More than 550 miles of track are operated throughout the region, with Amtrak offering service east and west of Rochester. Rail freight service is provided by Norfolk Southern Finger Lakes Railway.

**Bus Service:** Intercity transportation is provided by Greyhound and Trailways. The Regional Transit Service operates in and around the city of Rochester, and outlying counties are serviced by four other bus services.

**Port Facilities:** The New York State Canal System can be accessed at points throughout the region.

### **Education**

More than 88,000 students are enrolled in the region's 20 two- and four-year public and private colleges and universities. Together these schools offer advanced programs in computer sciences, optics, laser technology, chemistry, graphic technology, ceramics, agribusiness and other emerging fields. The state's Center for Advanced Technology in Electronic Imaging Systems is located at the University of Rochester and the Rochester Institute of Technology, along with the Center for Optics Manufacturing and the Laser Energetics Laboratory; the Rochester Institute of Technology houses the Center for Imaging Science and the IT Collaboratory, which is a New York State Strategically Targeted Academic Research (STAR) Center, specializing in research in microsystems, photonics, and remote systems.

## Major College and University Enrollments

Rochester Institute of Technology	15,158
SUNY College at Brockport	8,490
SUNY College at Geneseo	5,638
University of Rochester	9,944
Monroe Community College, Rochester	18,976

## Health Care

Clifton Springs Hospital and Clinic, Clifton Springs  
F. F. Thompson Hospital, Canandaigua  
Geneva General Hospital, Geneva  
Highland Hospital, Rochester  
Lakeside Memorial Hospital, Brockport  
Medina Memorial Hospital, Medina  
Monroe Community Hospital, Rochester  
Newark Wayne Community Hospital, Newark  
Nicholas H. Noyes Memorial Hospital, Dansville  
Rochester General Hospital, Rochester  
Soldiers and Sailors Memorial Hospital of Yates County, Penn Yan  
Strong Memorial Hospital/University of Rochester Medical Center  
United Memorial Medical Center, Batavia  
The Unity Hospital of Rochester, Rochester  
Wyoming County Community Hospital, Warsaw

## Quality of Life

Excellent educational opportunities, affordable housing, an advanced health care system and a wide range of cultural and recreational offerings make the Finger Lakes a highly desirable region in which to live and work. The region's scenic highlights include the 11 slender "Finger Lakes," 100 miles of Lake Ontario shoreline and several state parks, including Letchworth State Park, also known as the "Grand Canyon of the East." Water sports and fishing in the warmer months give way to alpine and Nordic skiing in the winter. Cultural opportunities abound at a variety of art galleries, historic sites, theaters and museums, including the highly acclaimed International Museum of Photography at the George Eastman House and the Strong National Museum of Play. Horse racing, zoos, winery tours, minor league sports and amusement parks are part of the array of entertainment that attracts residents and visitors alike.